



**C9300/C9500**



# **User's Guide**

## **Windows<sup>®</sup>**

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**59342001**

**OKI<sup>®</sup>**

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# OKI

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## NOTES, CAUTIONS, ETC.

### NOTE

A note appears like this. A note provides additional information to supplement the main text which helps you to use and understand the product.

### CAUTION!

A caution appears like this. A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

### WARNING!

*A warning appears like this. A warning provides additional information which, if ignored, may result in a risk of personal injury.*

### Important!

An important message appears like this. An important message provides supplemental information which can prevent potential problems.

# Introduction

Congratulations on purchasing this color printer!

In this chapter you will find a summary of the main features of your printer followed by some advice on how to use this User's Guide to get the most from your printer.

## MODEL SUMMARY

| Model    | Resolution     | Print speed   | Network card | Duplex Unit         | Memory | Hard disk |
|----------|----------------|---|--------------|---------------------|--------|-----------|
| C9300    | 600 x 1200 dpi | <i>Letter:</i><br>30 ppm color<br>37 ppm mono<br><i>Tabloid:</i><br>16 ppm color<br>20 ppm mono | Option       | Option <sup>a</sup> | 128 Mb | Option    |
| C9300n   | 600 x 1200 dpi | Ditto   | Standard     | Option <sup>a</sup> | 128 Mb | Option    |
| C9300dxn | 600 x 1200 dpi | Ditto   | Standard     | Standard            | 192 Mb | Standard  |
| C9500dxn | 1200 dpi       | Ditto   | Standard     | Standard            | 320 Mb | Standard  |

a. Requires additional memory

## FEATURES

- Single pass digital technology for high quality, speed and reliability.
- Duplex printing for fast reliable two-sided output (standard on C9300dxn and C9500dxn, optional on other models).
- High capacity 10Gb hard disk drive (standard on dxn models, optional on others).
- Versatile paper handling:
  - Standard 550-sheet (20-lb. paper) paper tray
  - Standard 100-sheet (20-lb. paper) multi-purpose tray for paper, card stock, envelopes, labels, etc.
  - Optional 550-sheet paper trays: up to two can be added to expand the paper capacity to 1690 sheets.
  - Optional High Capacity Feeder, mounted on casters, with three 550-sheet trays expanding printer capacity by 1650 sheets (approx.).
- Flexible interfaces with automatic switching:
  - USB
  - High-speed, bi-directional parallel (IEEE-1284)
  - Industry standard network connectivity via internal network interface card (optional on models C7100 and C7300).
- Environmentally friendly: the advanced power save mode minimizes power consumption and the separate toner and drum design cuts down on waste.
- Automatic color balance adjustment: in order to ensure consistent output at all times, the machine automatically performs a color check when the machine is switched on, when the top cover is opened and then closed, and adjusts the color balance automatically. It can even be set to adjust the color balance during long print runs.
- Auto media detect: detects the weight of the media being fed through the printer then automatically adjusts the fusing temperature, speed (if necessary) and transfer voltage to ensure correct fusing and print quality.

## HOW TO USE THIS MANUAL

This manual will lead you logically through the unpacking, setup and operation of your printer to help you to make the best use of its many advanced features.

It also includes:

- troubleshooting information
- maintenance guidelines
- instructions for adding optional accessories as your needs evolve

### NOTES

**This User's Guide has been written using one printer as a model, and the illustrations/screenshots reflect this.**

**The information in this manual is supplemented by the extensive online help facility associated with the printer driver software.**

### Online usage

This manual is intended to be read on screen using Adobe Acrobat Reader. Use the navigation and viewing tools provided in Acrobat.

You can access specific information in two ways:

- In the list of bookmarks down the left hand side of your screen, click the topic of interest to jump to the required topic. (If the bookmarks are not available, use the Table of Contents.)
- In the list of bookmarks click Index to jump to the Index. (If the bookmarks are not available, use the Table of Contents.) Find the term of interest in the alphabetically arranged index and click the associated page number to jump to the page containing the subject.

## Printing Pages

The whole book, Individual pages, or sections may be printed. The procedure for printing from Acrobat Reader is:

1. From the toolbar, select **File**, then **Print** (or press the Ctrl + P keys).
2. Choose which pages you wish to print:
  - a. **All pages** for the entire manual.
  - b. **Current page** for the page at which you are looking.
  - c. **Pages from** and **to** for the range of pages you specify by entering their page numbers.
3. Click **OK**.



# Getting started

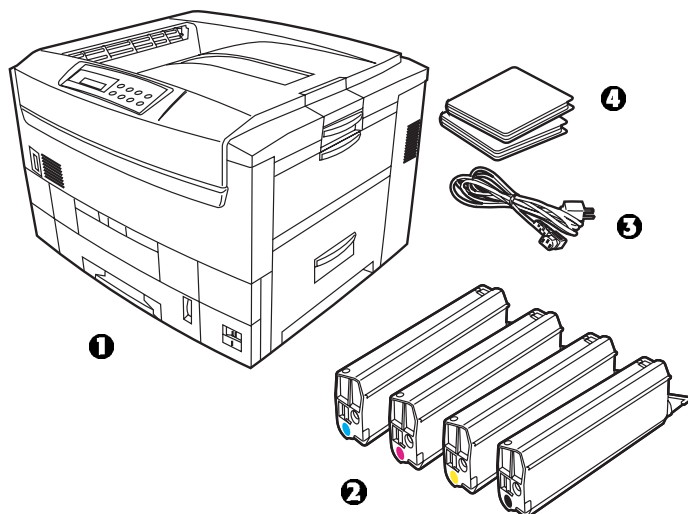
## UNPACKING

### WARNING!

***The printer weighs 160 lbs. ( 72 kg) without the duplex unit; 172 lbs. (78 kg) with the duplex unit installed (dxn models).***

***Three (3) people are required to lift the printer safely.***

After unpacking the printer and choosing a suitable place to put it, check that all the necessary parts are available to continue:



1. The printer.
2. 4 toner cartridges (cyan, magenta, yellow and black).
3. Power cable
4. CD-ROM disks.
5. LED lens cleaner (not illustrated).
6. Light-proof plastic bags (not illustrated).
7. Documentation (not illustrated): Setup Guide, Software Installation Guide, Warranty booklet.

Retain all packing materials to facilitate transport.

## **CD-ROM DISK CONTENTS**

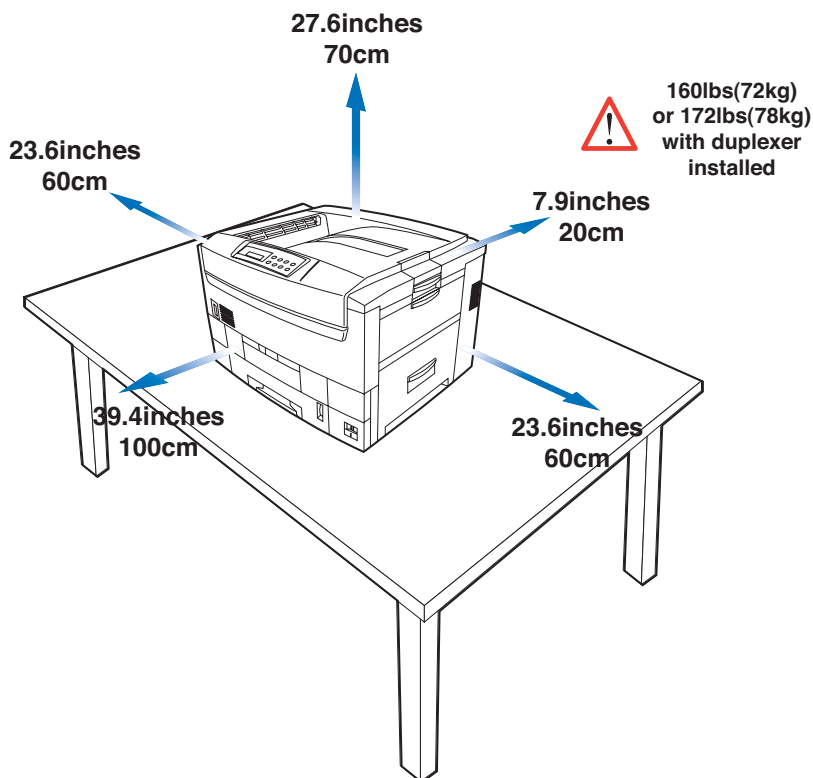
The CD-ROM disks supplied with your printer contain the following software:

**CD1 - Drivers, Software Utilities**

**CD2 - Manuals**

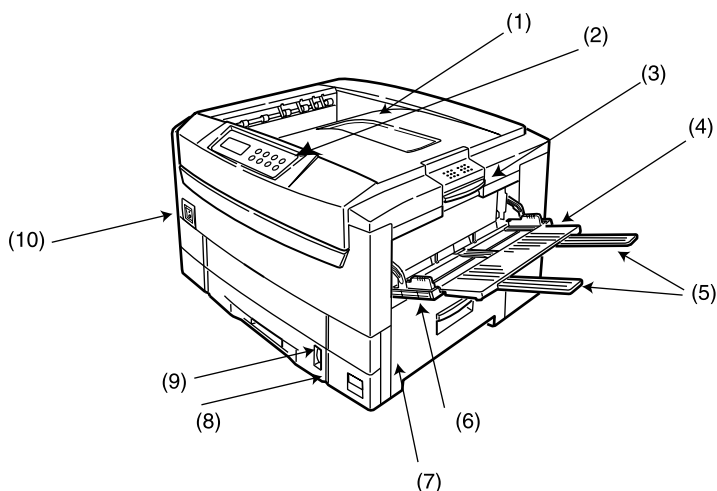
## PRINTER LOCATION

Place the printer on a flat surface large enough and strong enough to accept the size and weight of the printer. There must be sufficient space around the printer to allow for access and printer maintenance.



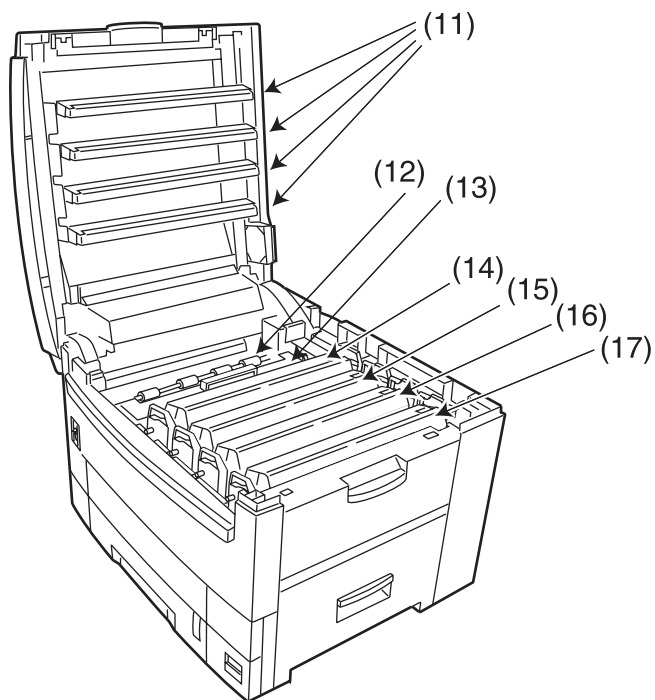
## PRINTER COMPONENTS

1. Top cover
2. Control panel
3. Top cover release catch
4. Multi-purpose (MP) tray (manual feed)
5. Paper support extension



6. Paper guides
7. Right side cover
8. Paper tray
9. Paper level indicator
10. Power switch

- 11.LED heads (4)**
- 12.Discharge roller**
- 13.Fuser unit**
- 14.Image drum (cyan)**

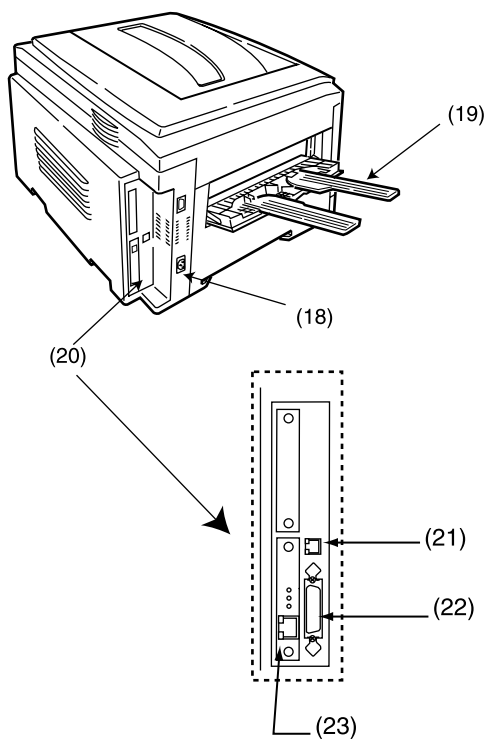


- 15.Image drum (magenta)**
- 16.Image drum (yellow)**
- 17.Image drum (black)**

**18.**Power connector

**19.**Straight-through exit paper tray

**20.**Interfaces and card slot



**21.**USB interface connector

**22.**Parallel interface connector

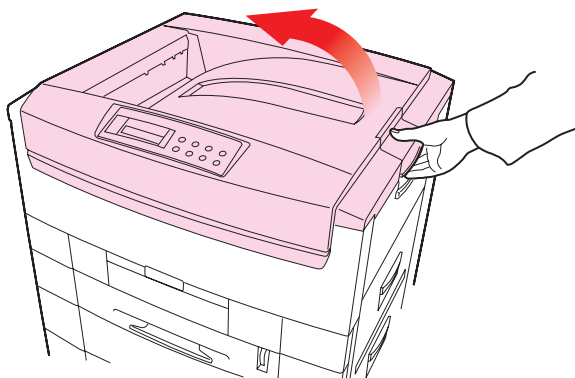
**23.**Network interface card

# Setting up

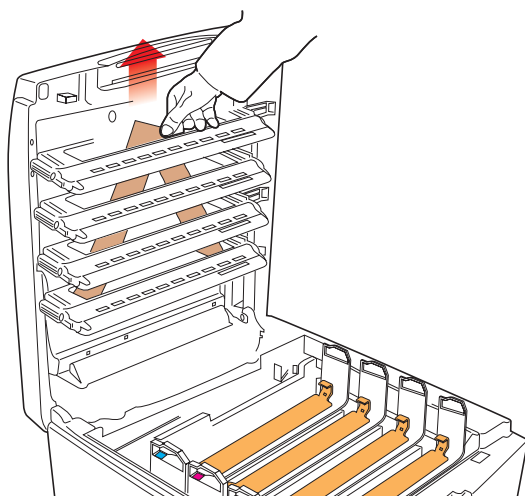
Before connecting this printer to a computer and power supply, the toner cartridges must be installed and paper must be inserted in the paper tray.

## PACKAGING AND PROTECTIVE SHEET REMOVAL

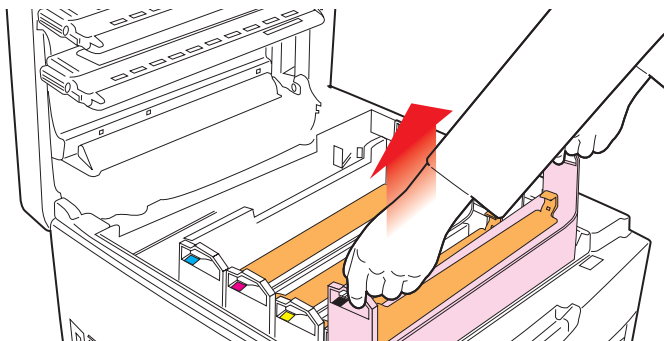
1. Remove any adhesive tape and packaging from the printer.
2. Using the release handle, open the top cover.



3. Remove the LED head restrainer from behind the LED heads in the top cover.



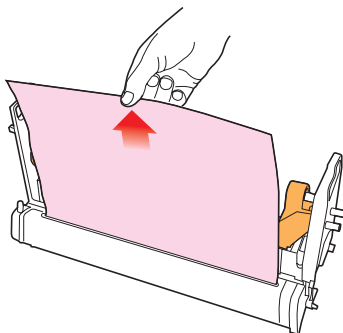
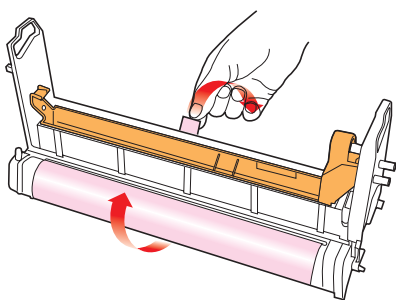
4. Remove the black image drum and place it on a level surface.



### CAUTION!

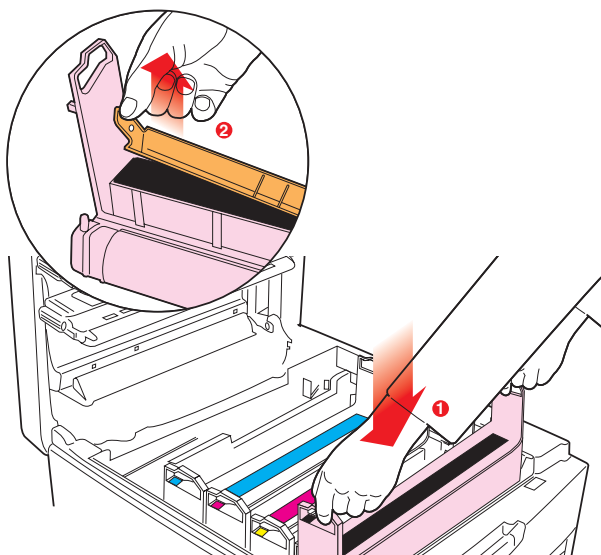
- Never expose image drums to light for more than 5 minutes.
- Always hold image drum by the ends.
- Never expose image drums to direct sunlight.
- Never touch the green surface of the drum.

5. Remove the protective sheet.





6. Put the black image drum back into the printer (1), then push the tab (2) inwards and remove the blanking plate from the drum.



7. Repeat steps 4 through 6 for each color drum

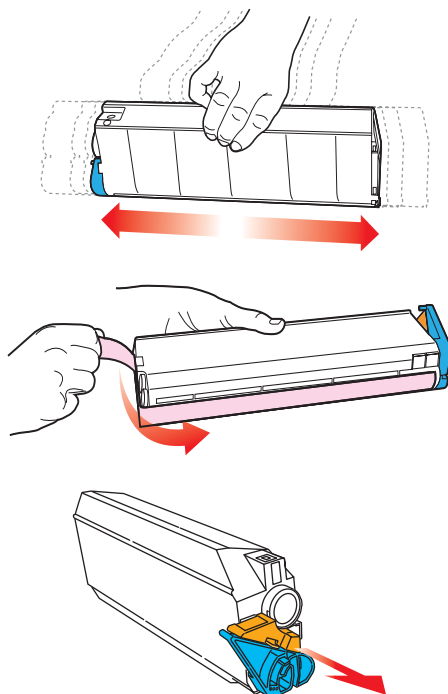
# TONER CARTRIDGE INSTALLATION

## WARNING!

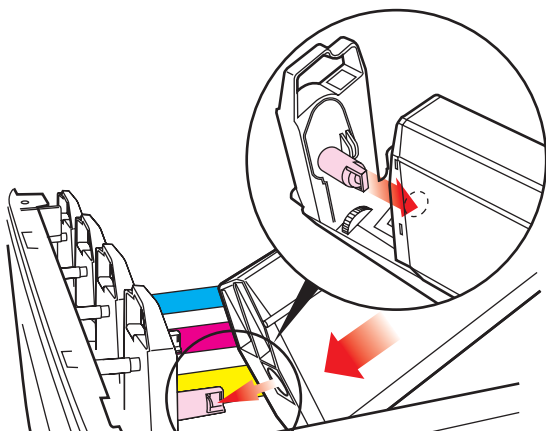
*Take extreme care when handling toner.*

- *Toner can be harmful if inhaled, swallowed or if it gets in the eyes.*
- *Toner can also stain hands and clothing.*

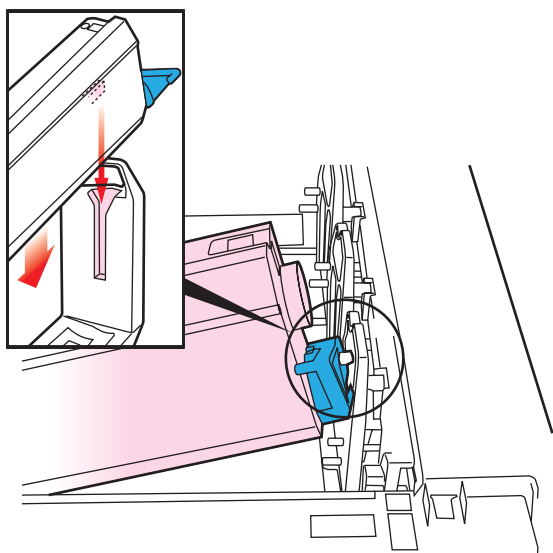
1. For each color toner cartridge:
  - a. Remove the cartridge from its package.
  - b. Shake the toner cartridge back and forth several times, then holding it horizontally, remove the tape, and then remove the plastic clip from behind the colored lever.



- c. Insert the toner cartridge in its image drum, left side first, engaging the drum locating peg in the hole in the toner cartridge.



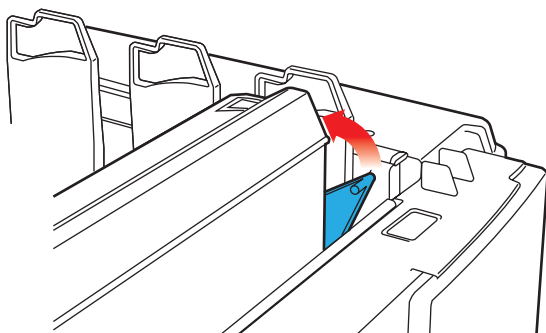
- d. *Gently* push the toner cartridge down, engaging the locking pin into the groove on the image drum.



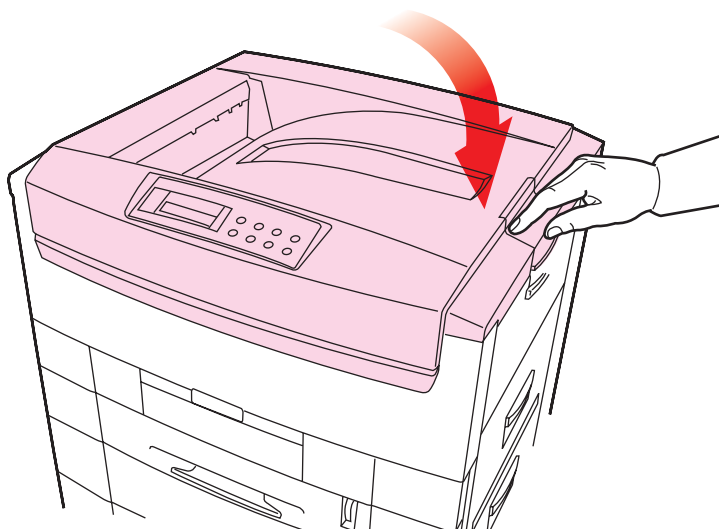
- e. *Gently* push the colored lever toward the rear of the machine until it stops. This releases the toner into the image drum.

### CAUTION!

**The lever should go back easily. If you meet any resistance, stop and push down on the cartridge to be sure that it is firmly in place before attempting to push the lever back.**

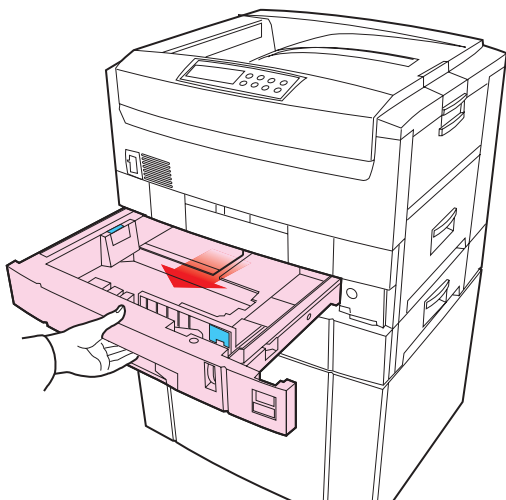


2. Close the top cover.

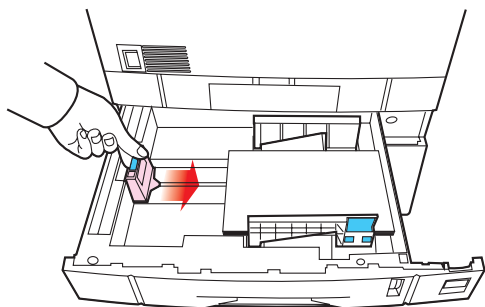
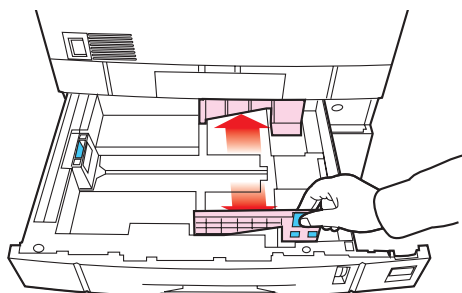


## LOADING PAPER

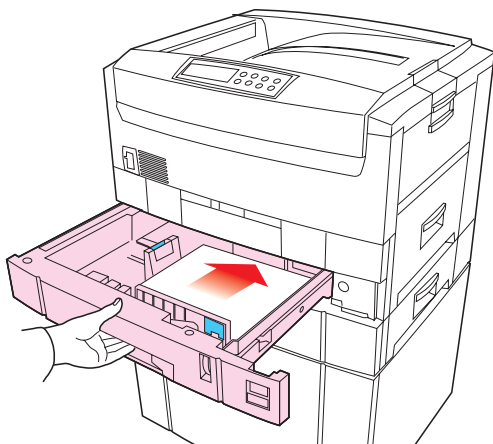
1. Pull out the paper tray.



2. Adjust the paper guides and rear stopper for the size of paper being used.



3. Close the paper tray *gently*.



### Important!

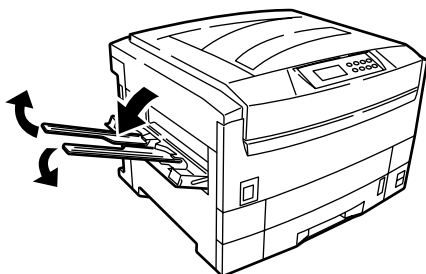
To prevent paper jams:

- Don't leave space between the paper and the paper guides and rear stopper.
- Don't overfill the paper tray. Capacity depends on the type of paper and the paper weight (max. 550 sheets of 20-lb. US Bond—75 g/m<sup>2</sup>—paper).
- Don't load damaged paper.
- Don't load paper of different sizes, paper quality or thickness at the same time.
- Don't remove the paper tray during printing.

### NOTE

If installed, a lower paper tray cannot be used to print if there is no paper tray inserted above it.

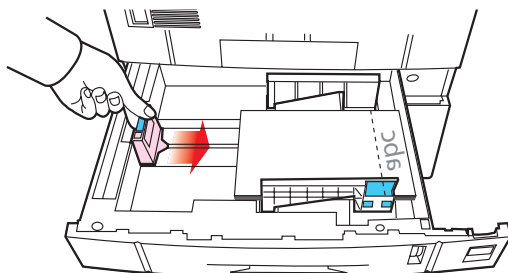
4. For face *down* printing (to the top of the printer), make sure the rear paper exit is *closed*:
  - Paper is stacked in printed order
  - Paper tray capacity is about 500 sheets, depending on paper weight.
5. For face *up* printing (straight-through path), make sure the straight-through paper exit is *open* and the paper support is extended:
  - Paper is stacked in reverse order.
  - Tray capacity is about 100 sheets, depending on paper weight.



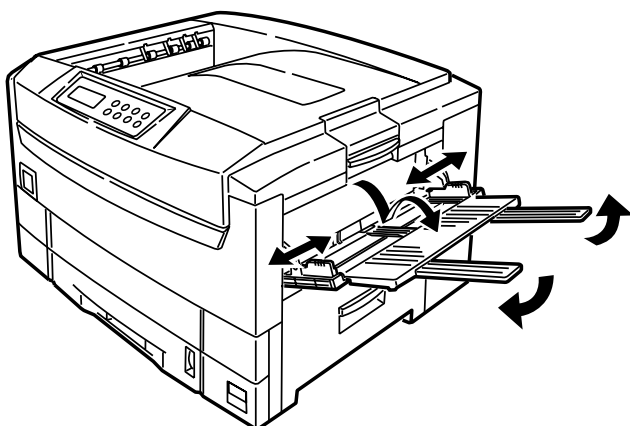
### CAUTION!

- Don't open or close the straight-through exit path while printing, as it may result in a paper jam.
- Always use the straight-through exit path for thick paper (card stock etc.)

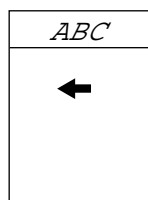
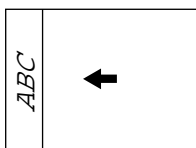
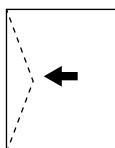
6. Load letterhead paper face down:



## MANUAL FEED



1. Open the Multi-purpose tray and extend the paper feed guides.
2. Load the paper and adjust the paper guides to the size of the paper being used.
  - Load the paper into the Multi-purpose tray with the print face upward.
  - Don't exceed the Paper Full line (about 100 sheets depending on paper weight).
  - Load envelopes or letterhead stationery as shown



### CAUTION!

**Don't open or close the rear paper exit while printing, as it may result in a paper jam.**

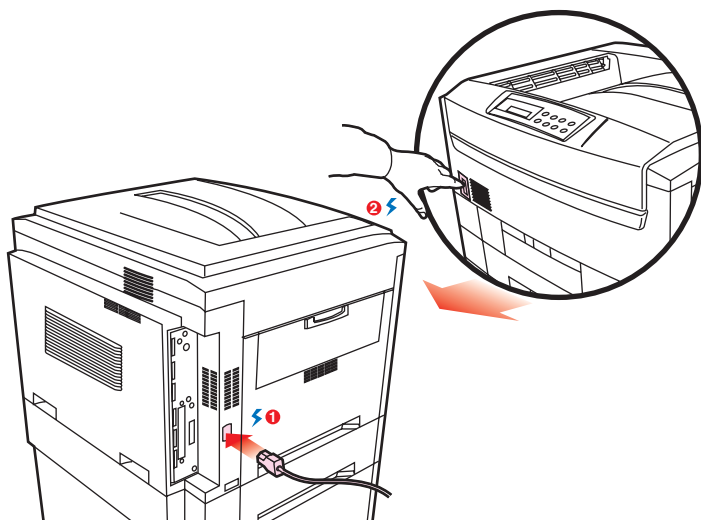


## POWER CONNECTION

### WARNING

*Ensure both the printer power switch and the AC supply are switched OFF before connecting the power cable.*

1. Connect the power cable (1) to the power socket on the printer, then to a grounded power supply outlet.



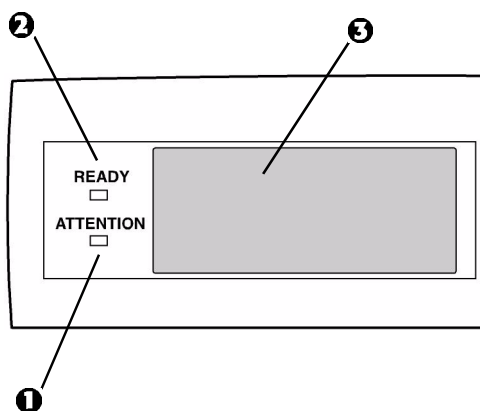
2. Switch the printer ON using the main power switch (2).

The printer will go through its initialization and warm up sequence. When the printer is ready, the READY indicator comes on and stays on (green) and the LCD indicates ONLINE.

### NOTE

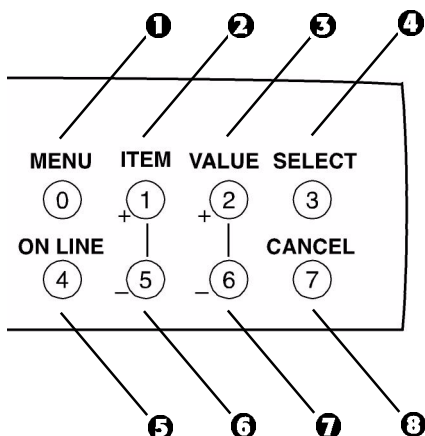
**After installing the new toner cartridges, the message TONER LOW or CHANGE TONER may appear on the display. If this message does not disappear after a few pages have been printed, reinstall the appropriate toner cartridge.**

## CONTROL PANEL



- 1. Attention indicator (red).** ON indicates that attention is required, but *printing will continue*. FLASHING indicates that attention is required, but *printing will stop*.
- 2. Ready indicator (green).** ON - ready to receive data. FLASHING indicates processing data or error.
- 3. Liquid crystal display.** (LCD) panel. Two rows of up to 24 alphanumeric characters displaying print status, menu items in menu mode and error messages.

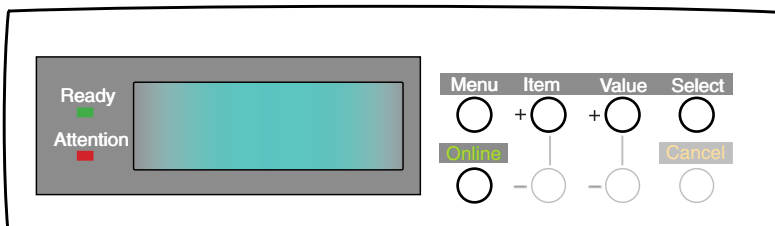
## CONTROL PANEL (CONTINUED)



1. **Menu button.** Press briefly to enter the MENU mode. Press briefly again to select the next menu. Press for more than 2 seconds to scroll through the different menus.
2. **Item( +) button.** Press briefly to scroll forward to the next menu item.
3. **Value (+) button.** Press briefly to scroll forward to the next value setting for each menu item.
4. **Select button.** Press briefly to select the menu, item or value indicated on the LCD.
5. **Online button.** Switches between online and offline status
  - When pressed in Menu mode, it returns the printer to on line status.
  - When pressed with **DATA PRESENT** displayed, it forces the printer to print out the remaining data in the printer.
  - When there is an error message indicating wrong paper size, pressing the ONLINE button forces the printer to print.
6. **Item (–) button.** Press briefly to scroll backward to the previous menu item.
7. **Value (–) button.** Press briefly to scroll backward to the previous value setting for each menu item.
8. **Cancel button.** Press to cancel a print job.

## MENU SETTINGS

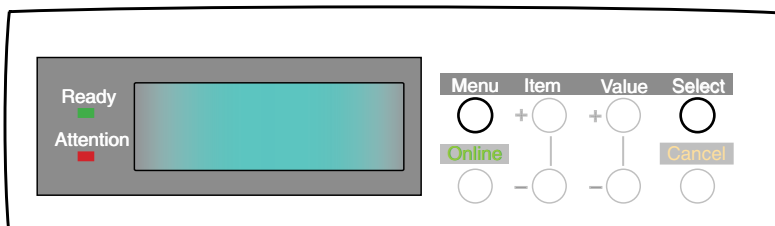
### Changing the display language



1. Press the ONLINE button to return the printer to offline status.
2. Press the MENU button repeatedly until **SYSTEM CONFIG MENU** is displayed.
3. Then press the SELECT button.
4. Press the ITEM button repeatedly until **LANGUAGE** is displayed.
5. Press the VALUE button repeatedly until the required language is displayed.
6. Press the SELECT button.  
*An asterisk (\*) appears next to the selected language.*
7. Press the ONLINE button.

## Printing the MenuMap

Print a list of menu settings to confirm that the printer is correctly configured.



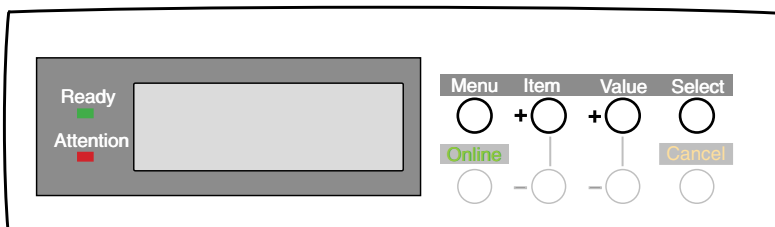
1. Make sure there is paper in the paper tray.
2. Press the MENU button until the **INFORMATION MENU** is displayed, then press the SELECT button.
3. Confirm that **PRINT MENU MAP** is displayed on the LCD.
4. Press the SELECT button to print the menu map.

## Media settings

### NOTE

- If the settings in the printer differ from those selected on your computer, the printer will not print and the LCD will display an error message.
- The following printer settings are given as a guide only. Some software applications require the paper feed, size and media settings to be selected from within the application (page setup).

### Selecting paper feed

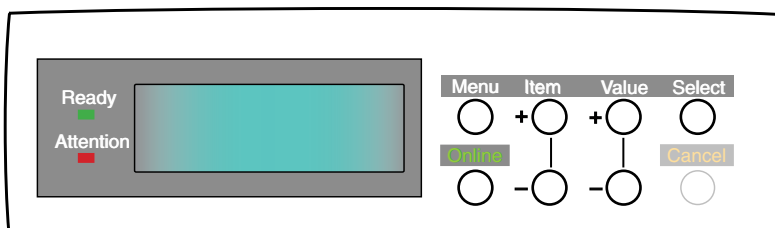


1. Press the ONLINE button to place the printer offline.
2. Press the MENU button repeatedly until PRINT MENU is displayed, then press the SELECT button.
3. Press the ITEM button until PAPER FEED is displayed.
4. Press the VALUE button until the required paper feed is displayed, then press the **SELECT** button. An asterisk (\*) appears next to the selected paper feed.

### NOTE

When **AUTO TRAYSWITCH** is set to **ON** and more than one paper tray is installed, paper feed automatically switches to the next available paper tray if a tray runs out of paper.

## Selecting the paper size



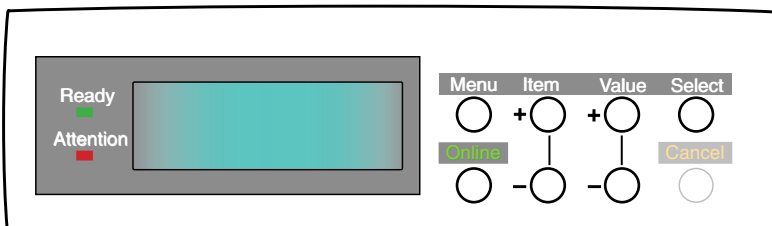
### NOTE

- When using paper trays, standard paper sizes are recognized automatically with **CASSETTE SIZE** (default setting) selected. Paper size need only be set for **A3 Wide, A3 outsize/Nobi, Tabloid Extra** and custom paper sizes.
- When using the **Multi-Purpose (MP) tray** (manual feed), the paper size has to be selected.

1. Press the **ONLINE** button to place the printer offline.
2. Press the **MENU** button until **PRINT MENU** is displayed, then preset **SELECT**.
3. Press either **ITEM (+)** or **(-)** button repeatedly until **EDIT SIZE** is displayed.
4. Press either **VALUE (+)** or **(-)** button until the required paper size is displayed, then press the **SELECT** button.  
*An asterisk (\*) appears next to the selected paper size.*
5. Press the **ONLINE** button to return the printer to **ONLINE** status.
6. Select the correct paper settings in the printer driver before printing the file.

## Selecting the media type and weight

Your printer automatically detects paper type and weight. You have the option, however, to override these settings as follows:



### CAUTION!

**If media type or media weight are not correctly set, print quality deteriorates and the fuser roller may be damaged.**

1. Press the ONLINE button to place the printer offline.
2. Press the MENU button until **MEDIA MENU** is displayed, then press the SELECT button.
3. Press the ITEM (+) or (–) button until **MEDIA TYPE** or **MEDIA WEIGHT** for the required tray is displayed.
4. Press the VALUE (+) or (–) button until the required paper type or weight is displayed, then press the SELECT button.  
*An asterisk (\*) appears next to the selected paper type or weight.*
5. Press the ONLINE button to return the printer back to online status.

Select the correct paper settings in the printer driver before printing the file.



## MEDIA RECOMMENDATIONS

We recommend the following guidelines when selecting paper and envelopes for use in this printer:

### CAUTION

**Print media must be able to withstand 446°F (230°C) for 0.2 second.**

### Paper

- For recommended papers see your “C9300/C9500 Handy Reference Guide” or check <http://my.okidata.com>.
- Paper should be stored flat and away from moisture, direct sunlight and heat sources.
- Don't use damp, damaged or curled paper.
- The use of heavily laid or textured paper will seriously affect the life of the image drum and give poor print quality. Print quality can be improved by changing the media setting to 'Ultra Heavy.' However, this will reduce the output speed and prevent the use of the duplex option.
- Don't use very smooth, shiny or glossy paper.
- Don't use heavily embossed headed paper, very rough paper or paper that has a large grain difference between the two sides.
- Don't use paper with perforations, cut-outs or ragged edges.
- Don't use carbon paper, NCR paper, photosensitive paper, pressure sensitive paper or thermal transfer paper.

## **Envelopes**

- Use only recommended envelopes (OKI 52206301 and 52206302): see page 417.
- Envelopes should be stored flat and away from moisture, direct sunlight and heat sources.
- Don't use envelopes with windows or metal clasps.
- Don't use envelopes with self sealing flaps.
- Don't use damp, damaged or curled paper envelopes.

## **Labels**

- For recommended labels see your "C9300/C9500 Handy Reference Guide" or check <http://my.okidata.com>.
- Use only labels designed for use in color laser printers and photocopiers.
- Labels should cover entire carrier sheet.
- Carrier sheet or adhesive must not be exposed to any part of the printer.

## PAPER FEED AND EXIT

Selection of which paper feed and which paper exit to use for printing and whether simplex (single sided) or duplex (double sided) printing is available, depends upon the paper size, media weight and media type that is used. Please refer to the following tables:

### Paper Sizes

| Paper size          | Feed                | Exit           |                         |                   |
|---------------------|---------------------|----------------|-------------------------|-------------------|
|                     | Trays 1, 2, 3, 4, 5 | MP Tray Manual | Straight-Thru (Face up) | Top (Face down)   |
| A3                  | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| A4                  | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| A5                  | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| A6                  | <sup>b</sup>        | S <sup>a</sup> | S <sup>a</sup>          | <sup>b</sup>      |
| B4                  | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| B5                  | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| Letter              | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| Legal-14            | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| Legal-13.5          | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| Legal-13            | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| Executive           | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| A3 Wide             | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| A3 Outsize/Nobi     | S, D <sup>a</sup>   | S <sup>a</sup> | S <sup>a</sup>          | S, D <sup>a</sup> |
| Tabloid             | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| Tabloid Extra       | S, D <sup>a</sup>   | S <sup>a</sup> | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| Envelopes           | <sup>b</sup>        | S <sup>a</sup> | S <sup>a</sup>          | <sup>b</sup>      |
| Custom <sup>c</sup> | <sup>b</sup>        | S <sup>a</sup> | S <sup>a</sup>          | <sup>b</sup>      |

- S = Simplex; D = Duplex (printing on both sides of the paper)
- Not usable.
- Width 3 to 12.9 inches (76.2 to 328 mm); height 5 to 47¼ inches (127 to 1200 mm). Must be defined in the printer driver before printing.

## Paper weights and media settings

|  | Media weight | Feed              |                  | Exit                    |                   |
|--|--------------|-------------------|------------------|-------------------------|-------------------|
|  |              | Trays 1, 2, 3     | MP Tray (Manual) | Straight-Thru (face up) | Top (face down)   |
| Paper, US Bond (Metric)                  |              |                   |                  |                         |                   |
| 17 lb. (64 g/m <sup>2</sup> )            | Light        | S <sup>a</sup>    | S <sup>a</sup>   | S <sup>a</sup>          | S <sup>a</sup>    |
| 18 to 19 lb. (68-71 g/m <sup>2</sup> )   | Medium light | S <sup>a</sup>    | S <sup>a</sup>   | S <sup>a</sup>          | S <sup>a</sup>    |
| 20 to 24 lb. (75-90 g/m <sup>2</sup> )   | Medium       | S, D <sup>a</sup> | S <sup>a</sup>   | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| 25 to 27 lb. (91-104 g/m <sup>2</sup> )  | Medium heavy | S, D <sup>a</sup> | S <sup>a</sup>   | S, D <sup>a</sup>       | S, D <sup>a</sup> |
| 28 to 32 lb. (105-122 g/m <sup>2</sup> ) | Heavy        | b                 | S <sup>a</sup>   | S <sup>a</sup>          | S <sup>a</sup>    |
| 33 to 54 lb. (123-203 g/m <sup>2</sup> ) | Ultra heavy  | b                 | S <sup>a</sup>   | S <sup>a</sup>          | b                 |
| Transparencies: Media Weight Ignored     |              |                   |                  |                         |                   |
| Set MediaType = Transparency             | (Ignored)    | S <sup>a</sup>    | S <sup>a</sup>   | S <sup>a</sup>          | b                 |
| Labels                                   |              |                   |                  |                         |                   |
| 0.1 to 0.17 mm thick                     | Medium Heavy | b                 | S <sup>a</sup>   | S <sup>a</sup>          | b                 |
| 0.17 to 0.2 mm thick                     | Ultra Heavy  | b                 | S <sup>a</sup>   | S <sup>a</sup>          | b                 |

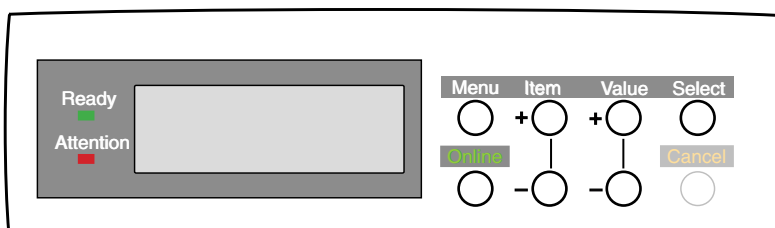
- a. S = Simplex; D = Duplex (printing on both sides of the paper)  
 b. Not usable.

# PRINTER SETTINGS

## Confirming current settings

Current menu settings can be confirmed by printing the MenuMap: see “Printing the MenuMap” on page 33.

## Changing the settings.



1. Make sure that paper is loaded into the paper tray.
2. Press the ONLINE button to place the printer offline.
3. Press the MENU button until the **INFORMATION MENU** is available.
4. Press the SELECT button until the display prompts you to print the MenuMap.
5. Press the SELECT button to print the menu map.

The printer will return to online status when the menu map is printed.

## LIST OF MENU SETTINGS

Listed in the following tables are the available printer settings. The default settings for the printer are in **bold** text.

### Print Jobs Menu

This menu only appears if the hard disk drive is installed.

The default settings are **bold**.

| Item              | Value                                   | Description   |
|-------------------|---|---|
| ENTER<br>PASSWORD | ****                                    | Sets password using a four-digit number (0~7).<br>This item is also displayed even when OP MENU "ALL CATEGORY" is set to DISABLE in the Admin. menu.            |
| SELECT JOB        | No jobs; All jobs;<br>File name 1 to nn | Selects printing job for Secure Print or Proof and Print.<br>This item is also displayed even when OP MENU "ALL CATEGORY" is set to DISABLE in the Admin. menu. |

### Information Menu

| Item                | Value   | Description                   |
|---------------------|---------|-------------------------------|
| PRINT MENU MAP      | Execute | Prints menu list.             |
| PRINT FILE LIST     | Execute | Prints job file list.         |
| PRINT PCL FONT      | Execute | Prints PCL font list.         |
| PRINT PS FONT       | Execute | Prints PostScript font list   |
| PRINT IBM PPR FONT  | Execute | Prints an IBM PPR font list.  |
| PRINT EPSON FX FONT | Execute | Prints an Epson FX font list. |
| PRINT DEMO12        | Execute | Prints demonstration page     |
| PRINT ERROR LOG     | Execute | Prints error log.             |

## Test Print Menu

| Item                    | Value   | Description   |
|-------------------------|---------|---|
| PRINTIDCHECK<br>PATTERN | Execute | Prints ID check pattern to detect bad ID.<br>Displayed only if "TEST PRINT MENU" of the System Maintenance Menu is set to ENABLE. |

## Shutdown menu

| Item              | Value   | Description  |
|-------------------|---------|--|
| SHUTDOWN<br>START | Execute | Shut down sequence for the printer, and is recommended to be used when the hard disk is installed to prevent any loss of data. |

## Print Menu

The default settings are **bold**.

| Item             | Value  | Description  |
|------------------|--|--|
| COPIES           | <b>1</b> to 999  | Sets the number of copies.   |
| DUPLEX           | On; <b>Off</b>   | Specifies two-sided (duplex) printing if the optional duplex unit is installed.  |
| BINDING          | <b>Long edge</b> ; Short edge  | Sets binding for duplex printing. Only displayed if duplex is ON.  |
| OUTPUT BIN       | Face Up; <b>Face Down</b>  | Specifies output bin.  |
| JOB OFFSET       | <b>On</b> ; Off  | Sets job offset on or off.   |
| PAPER FEED       | <b>Tray 1</b> ; Tray 2; Tray 3; Tray 4; Tray 5; MP Tray                    | Selects source of paper feed. Tray 2 to 5 only displayed if installed.   |
| AUTO TRAY SWITCH | <b>On</b> ; Off  | Automatic switching to next tray when tray in use empties.   |
| TRAY SEQUENCE    | <b>Down</b> ; Up; Paper feed tray  | Specifies selection order priority for switching Auto Tray Select/ Auto Tray Switch.   |
| MP TRAY USAGE    | Normal tray; High priority tray; <b>Feed when mismatching</b> ; Do not use | <p>Specifies MP tray usage.</p> <p><u>Normal tray</u>: (Tray select/switch) Use as a normal tray.</p> <p><u>High priority tray</u>: (Valid with Tray select only). If there is paper in the MP tray and Duplex is not specified, the printer uses the MP tray.</p> <p><u>Feed when mismatching</u>. When a paper mismatch occurs (i.e. the tray's paper size/media type does not match the print data), a paper request is issued to the MP Tray. If the data is for Duplex print, a specified tray is used instead of the MP tray.</p> <p><u>Do not use</u>. Even if auto switching, MP Tray will not be used. If MP Tray is designated in Paper Feed, printer behaves as though Normal Tray is selected.</p> |



## Print Menu (continued)

The default settings are **bold**.

| Item                | Value   | Description  |
|---------------------|---|--|
| Media check         | <b>Enable</b> ; Disable   | Sets whether the printer checks the matching of paper size to that of the tray. Only standard sizes are checked.   |
| TRANSPARENCY DETECT | <b>Auto</b> ; Disable   | Enable/Disable the transparency auto detect function.  |
| RESOLUTION          | <u>C9300</u> - <b>600 x 1200 dpi</b> ; 600 dpi<br><u>C9500</u> - <b>1200 dpi</b> , Fast 1200 dpi, 600 dpi | Selects print resolution.  |
| TONER SAVE MODE     | ON; <b>OFF</b>  | ON: Enables Toner Save mode.<br>OFF: Disables Toner Save mode.   |
| MONO-PRINT SPEED    | <b>Auto</b> ; Color speed; Normal speed   | Selects monochrome printing speed.<br><u>Auto</u> : Prints at the most appropriate speed for page process.<br><u>Color</u> : Prints always at the color print speed.<br><u>Normal</u> : Prints always at the monochrome print speed. |
| ORIENTATION         | <b>Portrait</b> ; Landscape   | Sets page orientation for printing.  |
| LINE PER PAGE       | 5 to 128.<br>Default = <b>60</b> .  | Sets the number of lines that can be printed on a page.  |

## Print Menu (continued)

The default settings are **bold**.

| Item      | Value   | Description   |
|-----------|---|---|
| EDIT SIZE | <b>Cassette size</b> ;<br>Letter Short Edge;<br>Letter Long Edge;<br>Executive; Legal<br>14; Legal 13.5;<br>Legal 13; Tabloid<br>Extra; Tabloid; A3<br>Nobi; A3 Wide; A3;<br>A4 Short Edge; A4<br>Long Edge; A5; A6;<br>B4; B5 Short Edge;<br>B5 Long Edge;<br>Custom; Com-9*<br>envelope; Com-10*<br>envelope;<br>Monarch*<br>envelope; DL*<br>Envelope; C5*<br>Envelope; C4*<br>Envelope<br>*Use long edge<br>feed. | Cassette size is selected when using standard sized paper in the paper tray. Edit size is only used when printing one page size onto a different paper size, e.g. A6 onto A4, edit size would be set to A6, but actual paper in paper tray is A4.<br>Invalid in PostScript emulation. |

## Media Menu

The default settings are **bold**.

| Item                  | Value  | Description   |
|-----------------------|--|---|
| TRAY 1<br>MEDIATYPE   | <b>Plain</b> ; Letterhead;<br>Transparency;<br>Bond; Recycled;<br>Card stock; Rough. | Selects the paper type for Tray 1.  |
| TRAY 1<br>MEDIAWEIGHT | <b>Auto</b> ; Light; Medium<br>Light; Medium;<br>Medium Heavy;<br>Heavy; Ultra Heavy | Sets the media weight for Tray 1  |
| TRAY 2<br>MEDIATYPE   | <b>Plain</b> ; Letterhead;<br>Bond; Recycled;<br>Card stock; Rough                   | Sets the media type for optional Tray 2. (Only displayed if installed)      |
| TRAY 2<br>MEDIAWEIGHT | <b>Auto</b> ; Light; Medium<br>Light; Medium;<br>Medium Heavy;<br>Heavy; Ultra Heavy | Selects the media weight for optional Tray2. (Only displayed if installed)  |
| TRAY 3<br>MEDIATYPE   | <b>Plain</b> ; Letterhead;<br>Bond; Recycled;<br>Card stock; Rough                   | Sets the media type for optional Tray 3. (Only displayed if installed)      |
| TRAY 3<br>MEDIAWEIGHT | <b>Auto</b> ; Light; Medium<br>Light; Medium;<br>Medium Heavy;<br>Heavy; Ultra Heavy | Selects the media weight for optional Tray 3. (Only displayed if installed) |
| TRAY 4<br>MEDIATYPE   | <b>Plain</b> ; Letterhead;<br>Transparency;<br>Bond; Recycled;<br>Card stock; Rough. | Sets the media type for optional Tray 4. (Only displayed if installed)      |
| TRAY 4<br>MEDIAWEIGHT | <b>Auto</b> ; Light; Medium<br>Light; Medium;<br>Medium Heavy;<br>Heavy; Ultra Heavy | Selects the media weight for optional Tray 4. (Only displayed if installed) |
| TRAY 5<br>MEDIATYPE   | <b>Plain</b> ; Letterhead;<br>Bond; Recycled;<br>Card stock; Rough                   | Sets the media type for optional Tray 5. (Only displayed if installed)      |
| TRAY 5<br>MEDIAWEIGHT | <b>Auto</b> ; Light; Medium<br>Light; Medium;<br>Medium Heavy;<br>Heavy; Ultra Heavy | Selects the media weight for optional Tray 5. (Only displayed if installed) |

## Media Menu (continued)

The default settings are **bold**.

| Item                   | Value  | Description   |
|------------------------|--|---|
| MP TRAY<br>PAPER SIZE  | A3 Nobi; A3 Wide;<br>A3; A4 Short Edge;<br>A4 Long Edge; A5;<br>A6; B4; B5 Short<br>Edge; B5 Long<br>Edge; Legal 14;<br>Legal 13.5; Legal<br>13; Tabloid Extra;<br>Tabloid; Letter Short<br>Edge; <b>Letter Long<br/>Edge</b> ; Executive;<br>Custom; Com-9<br>envelope LEF; Com-<br>10 envelope LEF;<br>Monarch envelope<br>LEF; DL Envelope<br>LEF; C5 Envelope<br>LEF; C4 Envelope<br>LEF | Sets the paper size for the<br>multipurpose paper tray.<br>LEF = Long Edge Feed                                       |
| MP TRAY MEDIA<br>TYPE  | <b>Plain</b> ; Letterhead;<br>Transparency;<br>Labels; Bond;<br>Recycled; Card<br>stock; Rough   | Selects the paper type for<br>multipurpose paper tray.  |
| MP TRAY<br>MEDIAWEIGHT | <b>Auto</b> ; Light; Medium<br>Light; Medium;<br>Medium Heavy;<br>Heavy; Ultra Heavy   | Sets the paper weight for the<br>multipurpose (MP) paper tray.  |
| UNIT OF<br>MEASURE     | <b>inches</b> ; Millimeter   | Sets the units of measurement<br>for custom paper size.   |
| X DIMENSION<br>(INCH)  | 3 inches to 12.9<br>inches<br>Default = <b>8.5 inches</b>  | Sets the width of custom paper.<br>For these dimensions to work,<br>the MP tray paper size must be<br>set to custom.  |
| Y DIMENSION<br>(INCH)  | 5 inches to 35.5<br>inches<br>Default = <b>11 inches</b>   | Sets the length of custom<br>paper. For these dimensions to<br>work, the MP tray paper size<br>must be set to custom. |

## Color Menu

The default settings are **bold**.

| Item  | Value                 | Description   |
|---|-----------------------|---|
| AUTO DENSITY<br>MODE                              | <b>Auto</b> ; Manual. | Select whether density adjustment and Toner Response Curve (TRC) compensation is automatic.<br><u>Auto</u> : Density adjustment is automatically run under specified conditions, and reflected in the TRC compensation.<br><u>Manual</u> : Density adjustment is done manually (see page 73). |
| ADJUST DENSITY                                    | Execute               | If EXECUTE is selected, the printer will immediately adjust density and reflect it in the TRC compensation. Density adjustment must be executed when the printer is idling. It may become invalid if executed in any other state.   |
| COLOR TUNING                                      | Print pattern         | Prints the pattern for the user to manually adjust TRC. Ordinarily this function is not needed because TRC is automatically adjusted. This function permits TRC adjustment to your requirement by using the adjustment menu of HIGHLIGHT, MID-TONE, and DARK for each of CMYK. See page 73.   |
| CYAN, MAGENTA,<br>YELLOW OR<br>BLACK<br>HIGHLIGHT | <b>0</b> +1+2+3-3-2-1 | Adjusts HIGHLIGHT (light area) of Cyan, Magenta, Yellow or Black TRC.<br>Plus indicates adjustment toward a darker level and minus toward lighter.  |

## Color Menu (continued)

The default settings are **bold**.

| Item   | Value                  | Description   |
|--|------------------------|---|
| CYAN, MAGENTA,<br>YELLOW OR<br>BLACK MID-TONE    | <b>0+1+2+3-3-2-1</b>   | Adjusts MID-TONE of Cyan, Magenta, Yellow or Black TRC. Plus indicates adjustment toward a darker level and minus toward lighter.   |
| CYAN, MAGENTA,<br>YELLOW OR<br>BLACK DARK        | <b>0+1+2+3-3-2-1</b>   | Adjusts DARK of Cyan, Magenta, Yellow or Black TRC. Plus indicates adjustment toward a darker level and minus toward lighter.   |
| CYAN, MAGENTA,<br>YELLOW OR<br>BLACK<br>DARKNESS | <b>0+1+2+3-4-3-2-1</b> | Adjusts Cyan, Magenta, Yellow or Black engine density. The Darkness settings for each of CMYK will be reflected as offset values (additions) to the corrections through the Adjust Density/TRC Compensation function.   |
| ADJUST<br>REGISTRATION                           | Execute                | When this menu is selected, the printer performs an Auto Adjust Registration. Must be executed in the idle state (Auto Registration OFF).   |
| CYAN<br>REGISTRATION -<br>FINE ADJUST            | <b>0+1+2+3-3-2-1</b>   | Makes a fine adjustment to image registration in Cyan, Magenta or Yellow against Black in the horizontal direction. The adjustment is reflected as an offset (addition) value to the corrections through Auto Color Registration Correction. Values are adjusted in increments of 1/1200th of an inch. Example: if the paper movement is upward - if a value is increased (+) then it means the image moves downward in relation to it. |
| MAGENTA<br>REGISTRATION -<br>FINE ADJUST         | <b>0+1+2+3-3-2-1</b>   |   |
| YELLOW<br>REGISTRATION -<br>FINE ADJUST          | <b>0+1+2+3-3-2-1</b>   |   |

## Color Menu (continued)

The default settings are **bold**.

| Item             | Value                          | Description  |
|------------------|--------------------------------|--|
| INK SIMULATION   | <b>Off</b> ; SWOP              | The printer has its own process simulation generator which simulates standard colors in the printer.<br>This function is enabled only with Postscript language jobs.   |
| INK LIMIT        | <b>Dark</b> ; Medium;<br>Light | Selects the limit of the toner layer thickness. If paper curl occurs in <b>DARK</b> printing, selecting <b>MEDIUM</b> or <b>LIGHT</b> sometimes helps reduce curl.   |
| CMY 100% DENSITY | <b>Disable</b> ; enable        | Selects enable/disable 100% output against the CMY100% TRC compensation. Ordinarily, the TRC compensation function controls the appropriate print density; thus, 100% output is not always enabled. Selecting <b>ENABLE</b> will allow 100% output. In actual printing, the TRC values, too, are controlled by Color Matching. This function is used for special purposes; for example, to specify the color for CMYK color space in PS. |

## System configuration menu

The default settings are **bold**.

| Item                  | Value   | Description  |
|-----------------------|---|--|
| POWER SAVE DELAY TIME | 5 min; 15 min; 30 min; <b>60 min</b> ; 240 min                        | Sets the time before printer enters power save mode.   |
| PERSONALITY           | <b>Auto emulation</b> ; PCL; IBM PPR III XL; Epson FX; AdobePostScrip | Selects the printer emulation language. Note: the only printer languages that can be selected are those enabled in the <b>Personality</b> section of the <b>Maintenance menu</b> . |

## System configuration menu (continued)

The default settings are **bold**.

| Item                   | Value  | Description  |
|------------------------|--|--|
| USB<br>PS-PROTOCOL     | ASCII<br><b>RAW</b>                            | Specifies PostScript (PS) communication protocol mode of data from USB. (In RAW mode, Ctrl-T is invalid.)  |
| NETWORK<br>PS PROTOCOL | ASCII<br><b>RAW</b>                            | Specifies PS communication protocol mode of data from OkiLAN 6200e Plus. (In RAW mode, Ctrl-T is invalid.)   |
| CLEARABLE<br>WARNING   | <b>ON</b> ; Job                                | <b>PCL emulation:</b> Sets the time before deleting error messages. If On, press Error Delete switch to display error. If Job, error remains displayed until next print job is received.<br><b>PS emulation:</b> Error messages are only shown during job regardless of setting. |
| AUTO<br>CONTINUE       | On; <b>Off</b>                                 | Sets the printer to recover automatically after a memory overflow or print overrun.  |
| MANUAL<br>TIMEOUT      | <b>60 sec</b> ; 30 sec; Off                    | Sets the time between requesting that paper is inserted and when the print job is cancelled should paper not be inserted.<br>Only works in PostScript mode.  |
| WAIT TIMEOUT           | Off; 5 sec to 300 sec; default = <b>40 sec</b> | Sets the time between receiving the last byte of data and the page being automatically ejected.<br>Only works in PCL mode. In PS mode the job will be cancelled.   |
| LOW TONER              | <b>Continue</b> ; Stop                         | If set to CONTINUE, allows printing to continue when Low toner is displayed. If STOP is selected - when Low toner is displayed, the printer goes off line.   |



## System configuration menu (continued)

The default settings are **bold**.

| Item         | Value  | Description  |
|--------------|--|--|
| JAM RECOVERY | <b>ON</b> ; OFF  | Sets whether or not printing will continue after a paper jam has been cleared. If set to OFF, the print job that was being printed when the paper jam occurred will be cancelled after clearing the paper jam. When set to ON, the print job will continue after the jam has been cleared. |
| ERROR REPORT | ON; <b>Off</b>   | When set to ON, prints an error report when internal error occurs.<br>Only works in PostScript mode.   |
| LANGUAGE     | <b>English</b> ; German;<br>French; Italian;<br>Spanish; Swedish;<br>Norwegian; Danish;<br>Dutch; Turkish;<br>Portuguese; Polish | Selects the printer display language.  |

## PCL emulation

The default settings are **bold**.

| Item        | Value   | Description   |
|-------------|---|---|
| FONT SOURCE | <b>Resident</b> ; DIMM0;<br>Downloaded  | Selects location of the PCL font used.<br><u>DIMM0</u> is displayed only when font DIMM ROM exists in the slot.<br><u>Downloaded</u> only appears if fonts have been downloaded to the printer.   |
| FONT NO.    | <b>I000</b> , C001, S001  | Sets the PCL font number.<br>I = internal (resident font);<br>I000 = Courier.<br>C = Font stored in the printer's Flash memory.<br>S = downloaded soft font, stored on the printer's internal hard disk drive. Applies only to printers with a hard disk drive installed. |
| FONT PITCH  | 0.44 cpi to 99.99 cpi in<br>0.01 cpi increments<br>Default = <b>10.00 cpi</b>     | Sets the font width in characters per inch. Only displayed if the font is a fixed spacing outline font.   |
| FONT HEIGHT | 4.00 to 999.75 point, in<br>0.25 point increments<br>Default = <b>12.00 point</b> | Sets the font point size.<br>Applies only to fixed fonts (does not apply to proportional fonts).  |

## PCL emulation (continued)

The default settings are **bold**.

| Item       | Value   | Description                        |
|------------|---|------------------------------------|
| SYMBOL SET | <b>PC-8</b> , PC-8 Dan/Nor, PC-8 TK, PC-775, PC-850, PC-852, PC-855, PC-857 TK, PC-858, PC-866, PC-869, PC-1004, Pi Font, Plska Mazvia, PS Math, PS Text, Roman-8, Roman-9, Roman Ext, Serbo Croat1, Serbo Croat2, Spanish, Ukrainian, VN Int'l, VN Math, VN US, Win 3.0, Win 3.1 Blt, Win 3.1 Cyr, Win 3.1 Grk, Win 3.1 Heb, Win 3.1 L1, Win 3.1 L2, Win 3.1 L5, Wingdings, Dingbats MS, Symbol, OCR-A, OCR-B, HP ZIP, USPSFIM, USPSSTP, USPSZIP, Bulgarian, CWI Hung, DeskTop, German, Greek-437, Greek-437 Cy, Greek-928, Hebrew NC, Hebrew OC, IBM-437, IBM-850, IBM-860, IBM-863, IBM-865, ISO Dutch, ISO L1, ISO L2, ISO L5, ISO L6, ISO L9, ISO Swedish1, ISO Swedish2, ISO Swedish3, ISO-2 IRV, ISO-4 UK, ISO-6 ASC, ISO-10 S/F, ISO-11 Swe, ISO-14 JASC, ISO-15 Ita, ISO-16 Por, ISO-17 Spa, ISO-21 Ger, ISO-25 Fre, ISO-57 Chi, ISO-60 Nor, ISO-61 Nor, ISO-69 Fre, ISO-84 Por, ISO-85 Spa, Kamenicky, Legal, Math-8, MC Text, MS Publish, PC Ext D/N, PC Ext US, PC Set1, PC Set2 D/N, PC Set2 US, | Selects a PCL character symbol set |

## PCL emulation (continued)

The default settings are **bold**.

| Item             | Value                              | Description  |
|------------------|------------------------------------|--|
| A4 PRINT WIDTH   | <b>78</b> column; 80 column        | If you are printing a letter size document on an A4 size sheet, select 80 column. This condenses the print to fit on the slightly narrower A4 sheet, without changing the line breaks.                         |
| WHITE PAGE SKIP  | <b>OFF</b> ; ON                    | Selects whether or not to print pages that contain no data (white pages), PCL mode.  |
| CR FUNCTION      | <b>CR</b> ; CR+LF                  | Sets functionality on receipt of CR code in PCL mode.  |
| LF FUNCTION      | <b>LF</b> ; LF+CR                  | Sets functionality on receipt of LF code in PCL mode.  |
| PRINT MARGIN     | <b>Normal</b> ; 1/5 inch; 1/6 inch | Sets unprintable paper area (margin).<br>Normal: PCL emulation compatible<br>1/5 inch: domestic model emulation.<br>1/6 inch: HIPER-W emulation.   |
| TRUE BLACK       | <b>OFF</b> ; ON                    | PCL: Sets whether to use Composite Black (CMYK mixed) or Pure Black (K only) for the black (100%) in image data.<br>OFF: Mode using Composite Black.<br>ON: Mode using Pure Black (not valid with PostScript). |
| PEN WIDTH ADJUST | <b>ON</b> ; OFF                    | IN PCL, when switched ON, emphasizes the pen width to improve the appearance of lines specified with minimum width.  |

## PPR Emulation Menu

The default settings are **bold**.

| Item            | Value   | Description                                     |
|-----------------|---|---|
| CHARACTER PITCH | <b>10 CPI</b> ; 12 CPI; 17 CPI; 20 CPI; PROPORTIONAL  | Specifies character pitch in IBM PPR emulation. |
| FONT CONDENSE   | <b>12CPI TO 20CPI</b> ; 12CPI TO 12CPI  | Specifies 12CPI pitch for Condense Mode.        |
| CHARACTER SET   | Set 1; <b>Set 2</b>   | Specifies a character set.                      |
| SYMBOL SET      | PC-8, PC-8 Dan/Nor, PC-8 TK, PC-775, PC-850, PC-852, PC-855, PC-857 TK, PC-858, PC-866, PC-869, PC-1004, Pi Font, Plska Mazvia, PS Math, PS Text, Roman-8, Roman-9, Roman Ext, Serbo Croat1, Serbo Croat2, Spanish, Ukrainian, VN Int'l, VN Math, VN US, Win 3.0, Win 3.1 Blt, Win 3.1 Cyr, Win 3.1 Grk, Win 3.1 Heb, Win 3.1 L1, Win 3.1 L2, Win 3.1 L5, ISO Swedish1, ISO Swedish2, ISO Swedish3, ISO-2 IRV, ISO-4 UK, ISO-6 ASC, ISO-10 S/F, ISO-11 Swe, ISO-14 JASC, ISO-15 Ita, ISO-16 Por, ISO-17 Spa, ISO-21 Ger, ISO-25 Fre, ISO-57 Chi, ISO-60 Nor, ISO-61 Nor, ISO-69 Fre, ISO-84 Por, ISO-85 Spa, Kamenicky, Legal, Math-8, MC Text, MS Publish, PC Ext D/N, PC Ext US, PC Set1, PC Set2 D/N, PC Set2 US, Bulgarian, CWI Hung, DeskTop, German, Greek-437, Greek-437 Cy, Greek-928, Hebrew NC, Hebrew OC, <b>IBM-437</b> , IBM-850, IBM-860, IBM-863, IBM-865, ISO Dutch, ISO L1, ISO L2, ISO L5, ISO L6, ISO L9 | Specifies a symbol set.                         |

## PPR Emulation Menu (continued)

The default settings are **bold**.

| Item               | Value   | Description  |
|--------------------|---|--|
| LETTER 0<br>STYLE  | <b>Disable</b> ; Enable                           | Specifies the style that replaces 9BH with o and 9DH with a zero.  |
| ZERO<br>CHARACTER  | <b>Normal</b> ; Slashed                           | Sets the zero to be slashed or unslashed.  |
| LINE PITCH         | <b>6 LPI</b> ; 8 LPI                              | Specifies the line spacing.  |
| WHITE PAGE<br>SKIP | <b>OFF</b> ; ON                                   | Specifies whether or not the printer ejects a blank sheet. Not available with duplex operation.                        |
| CR FUNCTION        | <b>CR</b> ; CR+LF                                 | Sets functionality on receipt of CR code.  |
| LF FUNCTION        | <b>LF</b> ; LF+CR                                 | Sets functionality on receipt of LF code.  |
| LINE LENGTH        | <b>80 COLUMN</b> ; 136 COLUMN                     | Specifies the number of characters per line.   |
| FORM LENGTH        | <b>11 INCH</b> ; 11.7 INCH;<br>12 INCH            | Specifies the length of paper.   |
| TOF POSITION       | <b>0.0</b> to 1.0 INCH, in<br>0.1-inch increments | Specifies the distance of print from the top edge of the paper.  |
| LEFT MARGIN        | <b>0.0</b> to 1.0 INCH, in<br>0.1-inch increments | Specifies the distance of print from the left hand edge of the paper.  |
| FIT TO LETTER      | Disable; <b>Enable</b>                            | Sets the printing mode that can fit print data, equivalent to 11 inches (66 lines), in the LETTER-size printable area. |
| TEXT HEIGHT        | <b>Same</b> ; Diff                                | Sets the height of a character. SAME: Regardless of CPI, same height. DIFF: As CPI, character heights vary.            |
| CONT PAPER<br>MODE | <b>Off</b> ; On                                   | Sets the edit direction of paper to landscape.   |

## FX emulation

The default settings are **bold**.

| Item            | Value   | Description   |
|-----------------|---|---|
| CHARACTER PITCH | <b>10 CPI</b> ; 12 CPI; 17 CPI; 20 CPI; PROPORTIONAL  | Specifies character pitch in this emulation.                      |
| CHARACTER SET   | Set 1; <b>Set 2</b>   | Specifies a character set.  |
| SYMBOL SET      | PC-8, PC-8 Dan/Nor, PC-8 TK, PC-775, PC-850, PC-852, PC-855, PC-857 TK, PC-858, PC-866, PC-869, PC-1004, Pi Font, Plska Mazvia, PS Math, PS Text, Roman-8, Roman-9, Roman Ext, Serbo Croat1, Serbo Croat2, Spanish, Ukrainian, VN Int'l, VN Math, VN US, Win 3.0, Win 3.1 Bit, Win 3.1 Cyr, Win 3.1 Grk, Win 3.1 Heb, Win 3.1 L1, Win 3.1 L2, Win 3.1 L5, ISO Swedish1, ISO Swedish2, ISO Swedish3, ISO-2 IRV, ISO-4 UK, ISO-6 ASC, ISO-10 S/F, ISO-11 Swe, ISO-14 JASC, ISO-15 Ita, ISO-16 Por, ISO-17 Spa, ISO-21 Ger, ISO-25 Fre, ISO-57 Chi, ISO-60 Nor, ISO-61 Nor, ISO-69 Fre, ISO-84 Por, ISO-85 Spa, Kamenicky, Legal, Math-8, MC Text, MS Publish, PC Ext D/N, PC Ext US, PC Set1, PC Set2 D/N, PC Set2 US, Bulgarian, CWI Hung, DeskTop, German, Greek-437, Greek-437 Cy, Greek-928, Hebrew NC, Hebrew OC, <b>IBM-437</b> , IBM-850, IBM-860, IBM-863, IBM-865, ISO Dutch, ISO L1, ISO L2, ISO L5, ISO L6, ISO L9 | Specifies a symbol set.   |
| LETTER 0 STYLE  | <b>Disable</b> ; Enable   | Specifies the style that replaces 9BH with o and 9DH with a zero. |

## FX emulation (continued)

The default settings are **bold**.

| Item            | Value  | Description  |
|-----------------|--|--|
| ZERO CHARACTER  | <b>Normal</b> ; Slashed                        | Sets the zero to be slashed or unslashed.  |
| LINE PITCH      | <b>6 LPI</b> ; 8 LPI                           | Specifies the line spacing.  |
| WHITE PAGE SKIP | <b>OFF</b> ; ON                                | Specifies whether or not the printer ejects a blank sheet. Not available with duplex operation.                        |
| CR FUNCTION     | <b>CR</b> ; CR+LF                              | Sets functionality on receipt of CR code.  |
| LINE LENGTH     | <b>80 COLUMN</b> ; 136 COLUMN                  | Specifies the number of characters per line.   |
| FORM LENGTH     | <b>11 inch</b> ; 11.7 inch; 12 inch            | Specifies the length of paper.   |
| TOF POSITION    | <b>0.0</b> to 1.0 inch in 0.01-inch increments | Specifies the distance of print from the top edge of the paper.  |
| LEFT MARGIN     | <b>0.0</b> to 1.0 inch in 0.01-inch increments | Specifies the distance of print from the left hand edge of the paper.  |
| FIT TO LETTER   | Disable; <b>Enable</b>                         | Sets the printing mode that can fit print data, equivalent to 11 inches (66 lines), in the LETTER-size printable area. |
| TEXT HEIGHT     | <b>Same</b> ; Diff                             | Sets the height of a character.<br>SAME: Regardless of CPI, same height.<br>DIFF: As CPI, character heights vary.      |
| CONT PAPER MODE | <b>Off</b> ; On                                | Sets edit direction of paper to landscape.   |



## Parallel menu

The defaults are **bold**.

| Item            | Value                                      | Description  |
|-----------------|--|--|
| PARALLEL        | <b>Enable</b> ; Disable                    | Selects parallel (Centronics) interface.   |
| BI-DIRECTION    | <b>Enable</b> ; Disable                    | Selects bi-directional communication.  |
| ECP             | <b>Enable</b> ; Disable                    | Selects ECP mode.  |
| ACK WIDTH       | <b>NARROW</b> ; MEDIUM; WIDE)              | Sets ACK width for compatible reception:<br>Narrow = 0.5 $\mu$ S<br>Medium = 1.0 $\mu$ S<br>Wide = 3.0 $\mu$ S   |
| ACK/BUSY TIMING | <b>ACK-in-Busy</b> ; ACK-while-Busy        | Sets output order for ACK and BUSY during reception.<br>ACK IN BUSY: BUSY=LOW to the end of the ACK pulse<br>ACK WHILE BUSY: BUSY=LOW to the centre of the ACK pulse.  |
| I-PRIME         | 3 micro-sec; 50 micro- sec; <b>Disable</b> | Sets or disables the i-Prime signal  |
| OFFLINE RECEIVE | Enable; <b>Disable</b>                     | When set to Enable, this function maintains reception without changing the interface signal, even though an alarm occurs. The interface stays open even if the ON LINE button is pressed. The interface issues a BUSY signal only when the receive buffer is full or when a service call occurs. |

## USB menu

The default settings are **bold**.

| Item       | Value                   | Description                        |
|------------|-------------------------|------------------------------------|
| USB        | <b>Enable</b> ; Disable | Selects USB interface.             |
| SOFT RESET | Enable; <b>Disable</b>  | Selects use of soft reset command. |

## USB menu (continued)

The default settings are **bold**.

| Item               | Value                  | Description  |
|--------------------|------------------------|--|
| OFFLINE<br>RECEIVE | Enable; <b>Disable</b> | When set to Enable, this function maintains reception without changing the interface signal, even if an alarm occurs. The interface stays open even if the ON LINE button is pressed. The interface issues a BUSY signal only when the receive buffer is full or when a service call occurs. |

## Network menu

Only appears if the network card is installed.

The default settings are **bold**.

| Item               | Value  | Description   |
|--------------------|--|---|
| TCP/IP             | <b>Enable</b> ; Disable                      | Selects TCP/IP protocol.                                  |
| NETWARE            | <b>Enable</b> ; Disable                      | Selects Netware protocol.                                 |
| ETHERTALK          | <b>Enable</b> ; Disable                      | Selects EtherTalk protocol.                               |
| NETBEUI            | <b>Enable</b> ; Disable                      | Selects NetBEUI protocol.                                 |
| FRAME TYPE         | <b>Auto</b> ; 802.2; 802.3<br>Ether-II; Snap | Selects Ethernet frame type.                              |
| DHCP/BOOTP         | <b>Enable</b> ; Disable                      | Selects whether selection of DHCP/BOOP is automatic.      |
| RARP               | Enable; <b>Disable</b>                       | Selects whether selection of RARP is automatic.           |
| IP ADDRESS         | xxx.xxx.xxx.xxx                              | Configures IP address of 12 alphanumeric characters.      |
| SUBNET MASK        | xxx.xxx.xxx.xxx                              | Configures subnet mask of 12 alphanumeric characters.     |
| GATEWAY<br>ADDRESS | xxx.xxx.xxx.xxx                              | Configures gateway address of 12 alphanumeric characters. |
| PRINT<br>SETTINGS  | ON; <b>OFF</b>                               | Selects printing of network menu map.                     |
| INITIALIZE         | ON; <b>OFF</b>                               | Selects network initialization.                           |

## Memory menu

The default settings are **bold**.

| Item                 | Value  | Description   |
|----------------------|--|---|
| RECEIVE BUFF<br>SIZE | <b>Auto</b> ; OFF; 0.5<br>MB; 1 MB; 2 MB; 4<br>MB; 8 MB; 16 MB;<br>32 MB | Sets the size of the receive<br>buffer and depends on the<br>amount of memory installed in<br>the printer.  |
| RESOURCE<br>SAVE     | AUTO; <b>Off</b> ; 0.5<br>MB; 1 MB; 2 MB; 4<br>MB; 8 MB; 16 MB;<br>32 MB | Set the size of the font cache<br>area and depends on the<br>amount of memory installed in<br>the printer.  |
| FLASH<br>INITIALIZE  | Execute  | Initializes flash memory if<br>installed.   |
| PS FLASH<br>RESIZE   | 0% [n.n MB] TO<br>90% [n.n MB], in<br>10% increments                     | Changes the size of the flash<br>memory area. "n.n" indicates the<br>actual size in MB.<br>Note: Special data is stored in<br>the Flash Memory, therefore you<br>cannot specify 100%. |

## CAUTION!

The Disk Maintenance Menu can be used to initialize the printer's internal hard disk drive, to reassign the partition contents, or to reformat the partitions.

Unless you know what you are doing, please avoid this section of the Menu.

It is recommended that disk maintenance be done through the OKI Storage Device Manager software by the System Administrator, or by someone who is knowledgeable in this area.

### Disk Maintenance Menu

The default settings are **bold**.

| Item              | Value                      | Description   |
|-------------------|----------------------------|---|
| HDD INITIALIZE    | EXECUTE                    | Partitions hard disk and formats each partition. Appears only if hard disk drive is installed.  |
| PARTITION SIZE    | nnn% / mmm% / xxx%         | Sets usage of hard disk drive partitions:<br>nnn = Common<br>mmm = PCL<br>xxx = PS<br>Range for each partition: 1 to 98% in 1% increments.<br>nnn + mmm + xxx = 100%. |
| HDD<br>FORMATTING | <b>PCL</b> , COMMON,<br>PS | Formats specified partition.  |

## System adjust menu

The default settings are **bold**.

| Item                    | Value   | Description   |
|-------------------------|---|---|
| X ADJUST                | <b>0.00 MM</b> ;<br>Range +0.25 TO<br>+2.0 MM and – 2.0<br>TO –0.25 MM in<br>0.25 mm increments | Adjusts overall print position<br>horizontally in 0.20<br>increments.               |
| Y ADJUST                | <b>0.00 MM</b> ;<br>Range +0.25 TO<br>+2.0 MM and – 2.0<br>TO –0.25 MM in<br>0.25 mm increments | Adjusts overall print position<br>vertically in 0.20 increments.                    |
| DUPLEX X ADJUST         | <b>0.00 MM</b> ;<br>Range +0.25 TO<br>+2.0 MM and – 2.0<br>TO –0.25 MM in<br>0.25 mm increments | Adjusts overall print position of<br>print face horizontally in 0.20<br>increments. |
| DUPLEX Y ADJUST         | <b>0.00 MM</b> ;<br>Range +0.25 TO<br>+2.0 MM and – 2.0<br>TO –0.25 MM in<br>0.25 mm increments | Adjusts overall print position of<br>print face vertically in 0.20<br>increments.   |
| TRAY 1 A3 NOBI<br>PAPER | A3 Nobi; A3 Wide;<br><b>Tabloid extra</b>   | Sets Tray 1 large paper size.   |
| TRAY 1 LEGAL 14         | <b>Legal 14</b> ; Legal<br>13.5   | Sets Tray 1 legal paper size.   |
| TRAY 2 A3 NOBI<br>PAPER | A3 Nobi; A3 Wide;<br><b>Tabloid extra</b>   | Sets Tray 2 large paper size.   |
| TRAY 2 LEGAL 14         | <b>Legal 14</b> ; Legal<br>13.5   | Sets Tray 2 legal paper size.   |
| TRAY 3 A3 NOBI          | A3 Nobi; A3 Wide;<br><b>Tabloid extra</b>   | Sets Tray 3 large paper size.   |
| TRAY 3 LEGAL 14         | <b>Legal 14</b> ; Legal<br>13.5   | Sets Tray 3 legal paper size.   |
| TRAY 4 A3 NOBI          | A3 Nobi; A3 Wide;<br><b>Tabloid extra</b>   | Sets Tray 4 large paper size.   |
| TRAY 4 LEGAL 14         | <b>Legal 14</b> ; Legal<br>13.5   | Sets Tray 4 legal paper size.   |
| TRAY 5 A3 NOBI          | A3 Nobi; A3 Wide;<br><b>Tabloid extra</b>   | Sets Tray 5 large paper size.   |

## System adjust menu (continued)

The default settings are **bold**.

| Item            | Value                         | Description  |
|-----------------|-------------------------------|--|
| TRAY 5 LEGAL 14 | <b>Legal 14</b> ; Legal 13.5  | Sets Tray 5 legal paper size. (Only displayed if Tray 5 is installed)  |
| PCL TRAY 2 ID#  | 1 to 59; default = <b>5</b>   | Sets Tray 2 number for PCL emulation.  |
| PCL TRAY 3 ID#  | 1 – 59; default = <b>20</b>   | Sets Tray 3 number for PCL emulation.  |
| PCL TRAY 4 ID#  | 1 – 59; default = <b>21</b>   | Sets Tray 4 number for PCL emulation.  |
| PCL TRAY 5 ID#  | 1 – 59; default = <b>22</b> ) | Sets Tray 5 number for PCL emulation.  |
| PCL MP TRAY ID# | 1 – 59; default = <b>4</b>    | Sets MP Tray number for PCL emulation.   |
| DRUM CLEANING   | OFF; <b>ON</b>                | Sets whether to rotate the drum in idle mode before printing to reduce horizontal white lines effect. This will shorten image drum life. |
| HEX DUMP        | Execute                       | Prints out data received from the host PC in a hexadecimal dump.   |

## Maintenance menu

The default settings are **bold**.

| Item                  | Value                     | Description  |
|-----------------------|---------------------------|--|
| EEPROM RESET          | Execute                   | Initializes EEPROM for each unit.  |
| SAVE MENU             | Execute                   | Saves the current menu settings.   |
| RESTORE MENU          | Execute                   | Reverts to stored menu settings.<br>(Only displayed if there are saved menu settings).               |
| POWER SAVE            | <b>Enable</b> ; Disable   | Selects power save mode when no input is received for a specified time. See also System adjust menu. |
| PAPER BLACK SETTING   | <b>0</b> ; +1; +2; -2; -1 | Not normally used.   |
| PAPER COLOR SETTING   | <b>0</b> ; +1; +2; -2; -1 | Not normally used.   |
| TRANSPR BLACK SETTING | <b>0</b> ; +1; +2; -2; -1 | Not normally used.   |
| TRANSPR COLOR SETTING | <b>0</b> ; +1; +2; -2; -1 | Not normally used.   |

## Usage menu

| Item              | Value  | Description   |
|-------------------|--------|---|
| TOTAL PAGE COUNT  | nnnnnn | Shows total number of pages printed.  |
| TRAY 1 PAGE COUNT | nnnnnn | Shows number of pages printed from Tray 1.  |
| TRAY 2 PAGE COUNT | nnnnnn | Shows number of pages printed from Tray 2. Displayed if optional Tray 2 is installed. |
| TRAY 3 PAGE COUNT | nnnnnn | Shows number of pages printed from Tray 3. Displayed if optional Tray 3 is installed. |

## Usage menu (continued)

| Item                  | Value                      | Description   |
|-----------------------|----------------------------|---|
| TRAY 4 PAGE COUNT     | nnnnnn                     | Shows number of pages printed from Tray 4. Displayed if optional Tray 4 is installed. |
| TRAY 5 PAGE COUNT     | nnnnnn                     | Shows number of pages printed from Tray 5. Displayed if optional Tray 5 is installed. |
| MP TRAY PAGE COUNT    | nnnnnn                     | Shows number of pages printed from Multipurpose Paper Tray.                           |
| COLOR PAGE COUNT      | nnnnnn                     | Number of pages printed in color.   |
| MONOCHROME PAGE COUNT | nnnnnn                     | Number of pages printed in monochrome.  |
| BLACK DRUM LIFE       | Remaining<br>nnn%          | Displays the remaining life of the black image drum as a percentage.                  |
| CYAN DRUM LIFE        | Remaining<br>nnn%          | Displays the remaining life of the cyan image drum as a percentage.                   |
| MAGENTA DRUM LIFE     | Remaining<br>nnn%          | Displays the remaining life of the magenta image drum as a percentage.                |
| YELLOW DRUM LIFE      | Remaining<br>nnn%          | Displays the remaining life of the yellow image drum as a percentage.                 |
| BELT LIFE             | Remaining<br>nnn%          | Displays the remaining life of the belt as a percentage.                              |
| FUSER LIFE            | Remaining<br>nnn%          | Displays the remaining life of the fuser roller as a percentage.                      |
| BLACK TONER           | 15K = xxx%;<br>7.5K = yyy% | Displays black toner remaining.   |
| CYAN TONER            | 15K = xxx%;<br>7.5K = yyy% | Displays cyan toner remaining.  |
| MAGENTA TONER         | 15K = xxx%;<br>7.5K = yyy% | Displays magenta toner remaining.   |
| YELLOW TONER          | 15K = xxx%;<br>7.5K = yyy% | Displays yellow toner remaining.  |



# LIST OF ADMINISTRATOR MENU SETTINGS

## NOTE

Only system administrators have access to this menu.

To enter this menu, turn on the printer while holding down the ITEM+ button.

### OP menu

The default settings are **bold**.

| Item               | Value                      | Description   |
|--------------------|----------------------------|---|
| ALL CATEGORY       | <b>Enable</b> ,<br>Disable | Enable/Disable all categories of User Menu.<br>Set to Disable, no user menu is shown except the PRINT JOB MENU. Panel Lock is still available.  |
| PRINT JOBS MENU    | <b>Enable</b> ,<br>Disable | Enable/Disable PRINT JOBS MENU. Set to Disable, PRINT JOBS MENU is not displayed. (PRINT JOB MENU is displayed when this MENU setting is set to ENABLE even though ALL CATEGORY is set to DISABLE.) |
| INFORMATION MENU   | <b>Enable</b> ,<br>Disable | Enable/Disable INFORMATION MENU.<br>Set to Disable, INFORMATION MENU is not displayed.  |
| SHUTDOWN MENU      | <b>Enable</b> ,<br>Disable | Enable/Disable SHUTDOWN MENU. Set to Disable, SHUTDOWN MENU is not displayed.   |
| PRINT MENU         | <b>Enable</b> ,<br>Disable | Enable/Disable PRINT MENU. Set to Disable, PRINT MENU is not displayed.   |
| MEDIA MENU         | <b>Enable</b> ,<br>Disable | Enable/Disable MEDIA MENU. Set to Disable, MEDIA MENU is not displayed.   |
| COLOR MENU         | <b>Enable</b> ,<br>Disable | Enable/Disable COLOR MENU. Set to Disable, COLOR MENU is not displayed.   |
| SYSTEM CONFIG MENU | <b>Enable</b> ,<br>Disable | Enable/Disable SYSTEM MENU. Set to Disable, SYSTEM MENU is not displayed.   |

## OP menu (continued)

The default settings are **bold**.

| Item               | Value                   | Description  |
|--------------------|-------------------------|--|
| PCL EMULATION MENU | <b>Enable</b> , Disable | Enable/Disable PCL EMULATION MENU.<br>Set to Disable, PCL EMULATION MENU is not displayed.   |
| PPR EMULATION MENU | <b>Enable</b> , Disable | Enable/Disable PPR EMULATION MENU.<br>Set to Disable, PPR EMULATION MENU is not displayed.   |
| FX EMULATION MENU  | <b>Enable</b> , Disable | Enable/Disable FX EMULATION MENU.<br>Set to Disable, FX EMULATION MENU is not displayed.   |
| PARALLEL MENU      | <b>Enable</b> , Disable | Enable/Disable PARALLEL MENU.<br>Set to Disable, PARALLEL MENU is not displayed.   |
| USB MENU           | <b>Enable</b> , Disable | Enable/Disable USB MENU.<br>Set to Disable, USB MENU is not displayed.   |
| IEEE 1394 MENU     | <b>Enable</b> , Disable | Displayed only when the IEEE 1394 board is installed.<br>Enable/Disable IEEE 1394 MENU.<br>Set to Disable, IEEE 1394 MENU is not displayed.    |
| NETWORK MENU       | <b>Enable</b> , Disable | Displayed only when the Network Interface Card is installed.<br>Enable/Disable NETWORK MENU.<br>Set to Disable, NETWORK MENU is not displayed. |
| MEMORY MENU        | <b>Enable</b> , Disable | Enable/Disable MEMORY MENU.<br>Set to Disable, MEMORY MENU is not displayed.   |
| DISK MAINTENANCE   | <b>Enable</b> , Disable | Enable/Disable DISK MAINTENANCE MENU.<br>Set to Disable, DISK MAINTENANCE MENU is not displayed.   |
| SYSTEMADJUST MENU  | <b>Enable</b> , Disable | Enable/Disable SYSTEM ADJUST MENU.<br>Set to Disable, SYSTEM ADJUST MENU is not displayed.   |

## OP menu (continued)

The default settings are **bold**.

| Item             | Value                   | Description  |
|------------------|-------------------------|--|
| MAINTENANCE MENU | <b>Enable</b> , Disable | Enable/Disable MAINTENANCE MENU.<br>Set to Disable, MAINTENANCE MENU is not displayed. |
| USAGE MENU       | <b>Enable</b> , Disable | Enable/Disable USAGE MENU.<br>Set to Disable, USAGE MENU is not displayed.             |

## Color Menu

| Item                 | Value   | Description   |
|----------------------|---------|---|
| RESET C GAMMA FILTER | EXECUTE | Reset the stored TRC data (retained for tracking).                              |
| RESET M GAMMA FILTER | EXECUTE | For example, correct values could not be taken due to “out of order” situation. |
| RESET Y GAMMA FILTER | EXECUTE | This is mainly for maintenance purposes and <i>not ordinarily used</i> .        |
| RESET K GAMMA FILTER | EXECUTE |   |

## Block Device Menu

The default settings are **bold**.

| Item            | Value          | Description   |
|-----------------|----------------|---|
| INITIALIZE LOCK | YES, <b>NO</b> | Change to YES to block the operator panel from showing FLASH INITIALISE ITEM and PS FLASH RESIZE ITEM in the Disk maintenance and Memory menus. |

## Peak Power Control Menu

The default settings are **bold**.

| Item               | Value                  | Description              |
|--------------------|------------------------|--------------------------|
| PEAK POWER CONTROL | <b>NORMAL</b> ,<br>LOW | Sets Peak Power Control. |

## SETTING COLOR TUNING FROM THE FRONT PANEL

### Important!

- In most cases, using Color Tuning is not necessary as the printer is optimized for color printing at its default settings.
- Once you change these settings, they remain in effect until you go back in and change them.
- To return the settings to the defaults, use the steps below to set each value back to 0 (zero).

You can use the printer's menu to adjust the color intensity for a specific color by adjusting the HIGHLIGHT, MID-TONE and DARK (shadows) Color Tuning Patterns.

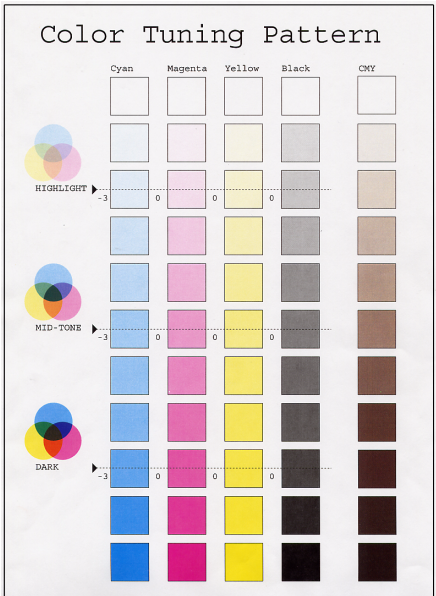
- To *increase* the color intensity, use a higher positive setting (default = 0, maximum = +3).
- To *decrease* the color intensity, use a higher negative setting (default = 0, maximum = -3).

For example, to adjust the intensity of the magenta portion:

**NOTE**

**When using the Print Job Accounting utility, you cannot print when "Local Print" is set to "No printing" or "No color printing."**

**1. Print the Color Tuning Pattern:**



- a. Make sure letter size paper is loaded in the tray.
- b. Press the MENU button repeatedly until **COLOR MENU** displays.
- c. Press the ITEM button repeatedly until **COLOR TUNING** displays.
- d. Press SELECT.  
*The Color Tuning Pattern prints.*

2. Adjust the Magenta highlight color:
  - a. Press the ITEM button repeatedly until **MAGENTA HIGHLIGHT nn** displays.
  - b. Press the VALUE button repeatedly until the new value you wish to use displays (e.g., +3).
  - c. Press the SELECT button.  
*An asterisk (\*) appears at the right of the number.*
3. Adjust the Magenta mid-tone color:
  - a. Press the ITEM button repeatedly until **MAGENTA MID-TONE nn** appears.
  - b. Press the VALUE button repeatedly until the new value you wish to use displays (e.g., +3).
  - c. Press the SELECT button.  
*An asterisk (\*) appears at the right of the number.*
4. Adjust the Magenta dark color:
  - a. Press the ITEM button repeatedly until **MAGENTA DARK nn** displays.
  - b. Press the VALUE button repeatedly until the new value you wish to use displays (e.g., +3).
  - c. Press the SELECT button.  
*An asterisk (\*) appears at the right of the number.*
5. Press the ON LINE button to save the new setting and return the printer to online status
6. Print from your application.

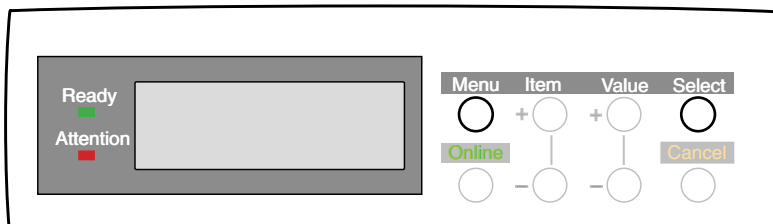
Repeat the above steps until you get the desired magenta color intensity.

## NOTE

**To adjust these settings for the Cyan, Yellow or Black color intensity, substitute the appropriate color name in the steps above.**

## SWITCHING OFF

In normal circumstances the power save facility should be used to avoid having to switch the printer off. However if you do wish to switch the printer off manually, please carry out the following procedure:



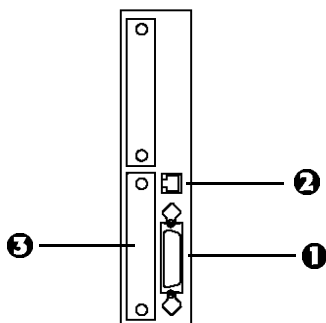
### CAUTION!

- **NEVER** turn the printer off while it is printing.
- If the optional hard disk has been installed, The following procedure **MUST BE FOLLOWED** before turning off to protect any data that is stored on the hard disk.
- It is recommended that you follow this shutdown procedure each time the printer is switched off for any reason.
- **After switching the printer OFF, wait at least 10 seconds before switching it ON again. This allows the internal power levels to drop. Switching on too soon could cause the printer to malfunction.**

1. Press the MENU button until the **SHUTDOWN MENU** is displayed, then press the SELECT button.
2. Press the **Select** button again to **EXECUTE** the shutdown sequence.
3. When **PLEASE POWER OFF SHUTDOWN COMPLETED** is displayed, turn the printer off using the power switch.



# INTERFACES



Your printer is equipped with a selection of data interfaces:

1. **Parallel** – For direct connection to a PC. This port requires a bi-directional (IEEE 1284 compliant) parallel cable.
2. **USB** – For connection to a PC running Windows 98 or above (not Windows 95 upgraded to Windows 98) or Macintosh. This port requires a cable conforming to USB version 1.1 or above.
  - The operation of a printer is not assured if a USB compatible device is connected concurrently with other USB-compatible machines.
  - When connecting multiple printers of the same type, they appear as \*\*\*\*\*, \*\*\*\*\* (2), \*\*\*\*\* (3), etc. These numbers depend on the order of connecting or turning on each printer..

## NOTE

**Administrator's authority is required when installing a network connection.**

3. **Ethernet** – For network cable connection. This port is standard on all “n” models, optional on others. See your printed *Software Installation Guide* for information on:
  - Making the interface connections
  - Installing the printer drivers
  - Installing network software. You can also go to **<http://my.okidata.com>** to see/download a copy of the *Software Installation Guide* or for the latest information on your printer.

# Windows XP

## Printer Drivers

See your printed *Software Installation Guide* for information on installing printer drivers.

You can also go to **<http://my.okidata.com>** to view and/or download a copy of the *Software Installation Guide* or for the latest information on drivers for your printer.

### WHICH PRINTER DRIVER TO USE?

Your printer comes with Windows drivers for PCL and Adobe® PostScript® (PS). You can install either of these, or both if you wish. Which driver you choose depends on your application.

- If you use TrueType fonts and you do not print PostScript (including “.eps” files) graphics, choose the PCL driver. This will be more efficient and give good results.
- If you use PostScript fonts or you will be printing PostScript graphics, choose the PostScript driver. In this situation performance will be faster and graphics will be printed at their best quality

#### NOTE

**The line art graphics in this manual are PostScript. So if you plan to print parts of this manual choose the PostScript driver. Otherwise the line art graphics will only print at low resolution.**

If neither driver seems to cover all your needs, you should install both drivers: select the same printer port (LPT1 or Network Port) for both drivers during the installation.

Set the driver you plan to use most of the time to be your Windows default driver. Most applications allow you to choose a different printer from within the print dialog, so you can print using the alternative driver whenever you need to.

## ENABLING INSTALLED OPTIONS IN THE DRIVERS

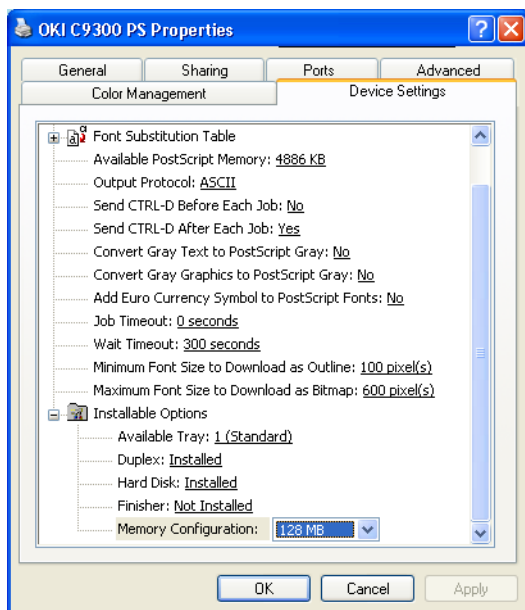
Certain options such as additional memory, the duplexer, or additional trays may be installed in your printer.

Before using the printer, you must enter the printer driver(s) and enable the options. You only need to do this once.

### For additional memory: PostScript driver only

If you have additional memory in your printer, use these instructions to update the Windows PostScript driver so that it recognizes the additional memory:

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab.
4. Under **Installable Options**, click **Memory Configuration**, then set the memory in the drop-down list to be the same as that now installed in the printer, as shown in the MenuMap (to generate a MenuMap printout, see “Printing the MenuMap” on page 33).

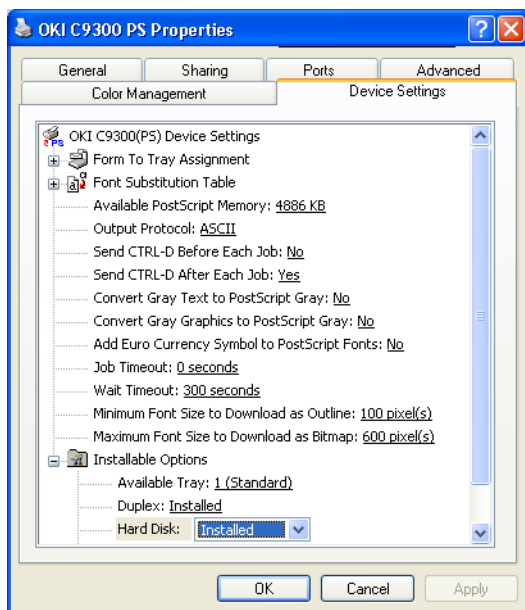


5. Click **OK** and close the Printers and Faxes dialog box.

## For the internal hard disk drive

### PostScript driver

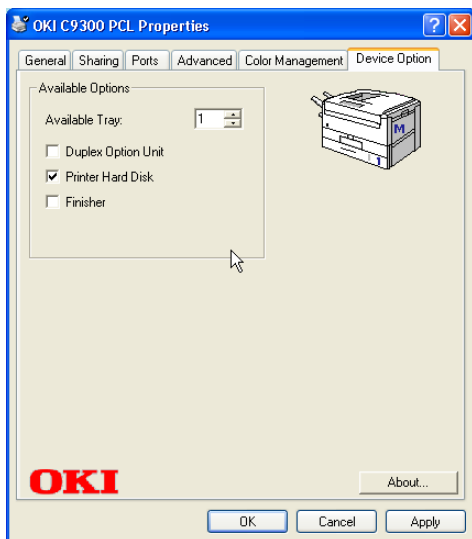
1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab.
4. Under **Installable Options**, make sure the setting in the **Hard Disk** drop-down list is **Installed**.



5. Click **OK** and close the Printers and Faxes dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, click **Printer Hard Disk**.

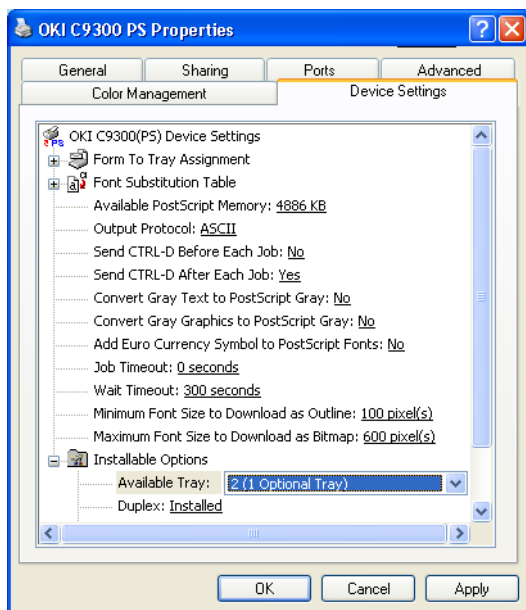


4. Click **OK** and close the Printers and Faxes dialog box.

## For additional paper trays

### PostScript driver

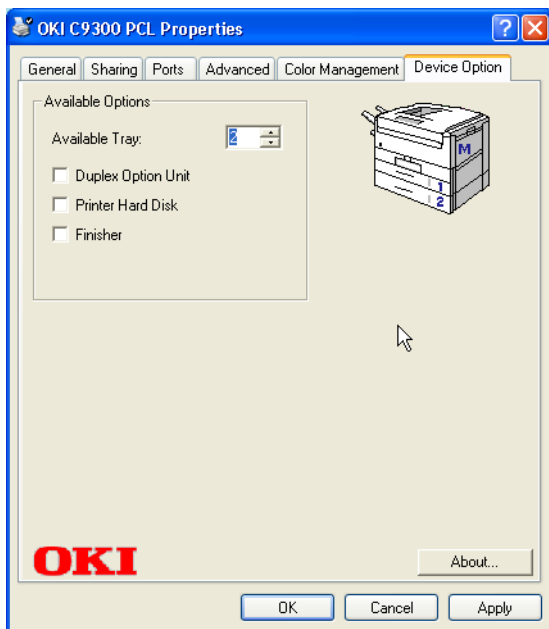
1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Available Trays**, then select the appropriate number of trays (not including the Multi-purpose tray) in the drop-down list.



4. Click **OK** and close the Printers and Faxes dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, select the appropriate number of trays (not including the Multi-purpose tray).

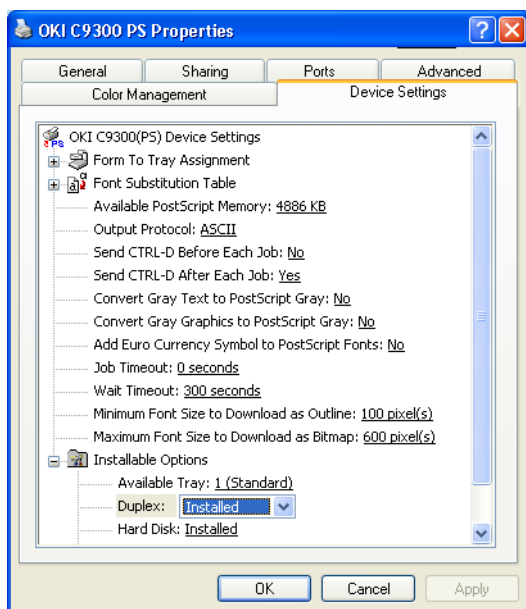


4. Click **OK** and close the Printers and Faxes dialog box.

## For the duplex unit

### PostScript driver

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Duplex** and select **Installed** in the drop-down list.

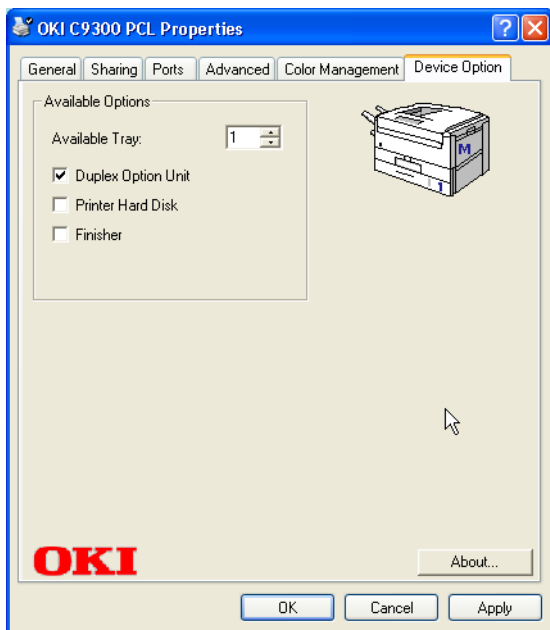


4. Click **OK** and close the Printers and Faxes dialog box.



## PCL driver

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Option** tab, click **Duplex Option Unit**.

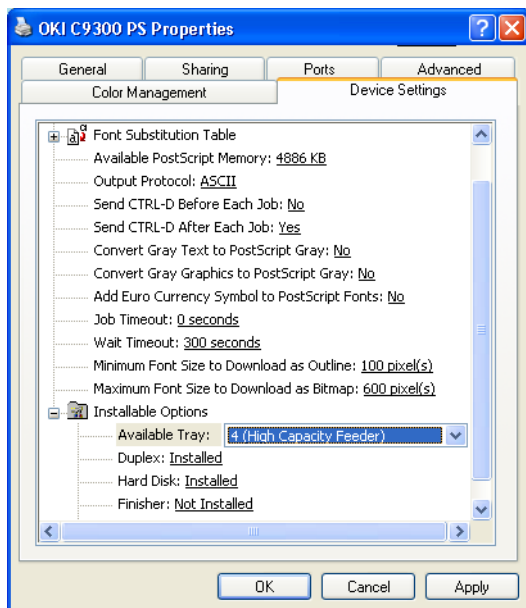


4. Click **OK** and close the Printers and Faxes dialog box.

## For the high capacity feeder

### PostScript driver

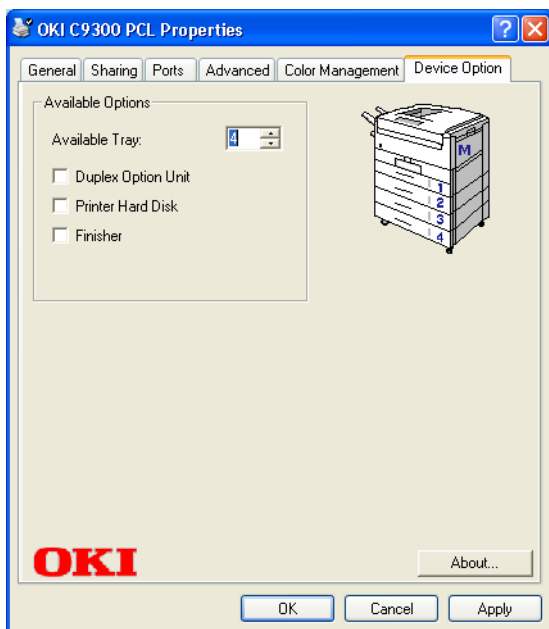
1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Available Tray**, then select the appropriate setting (4 or 5) in the drop-down list.



4. Click **OK** and close the Printers and Faxes dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, select the number of trays installed (4 or 5).

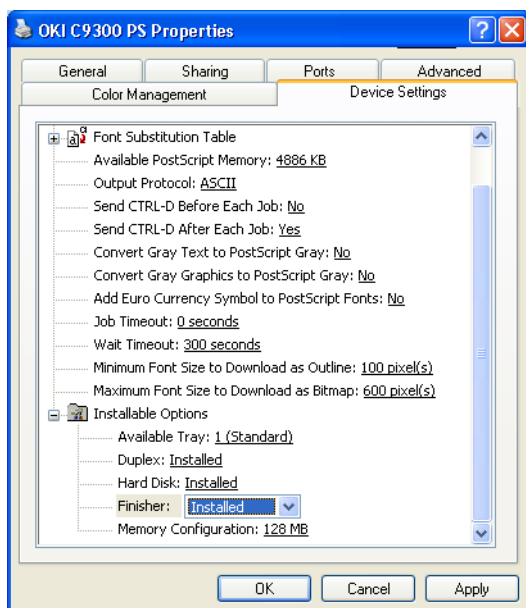


4. Click **OK** and close the Printers and Faxes dialog box.

## For the finisher

### PostScript driver

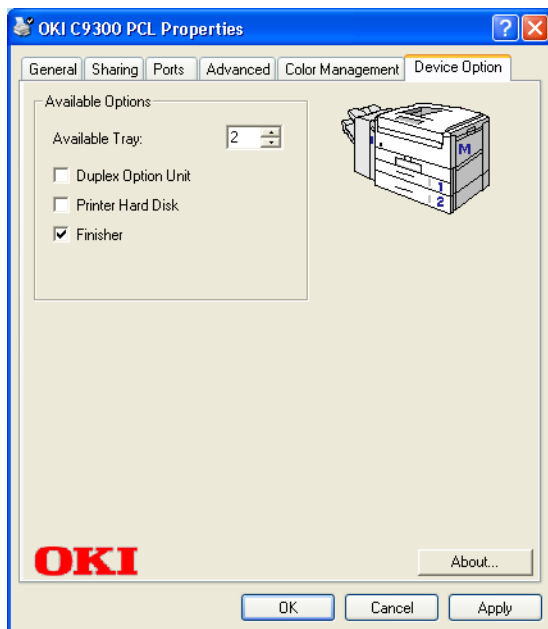
1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Finisher**, then select **Installed** in the drop-down list.



4. Click **OK** and close the Printers and Faxes dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, click **Finisher**.



4. Click **OK** and close the Printers and Faxes dialog box.

# CHANGING DEFAULTS FOR PAPER FEED, SIZE AND MEDIA IN THE DRIVER

The normal default for these items is automatic detection.

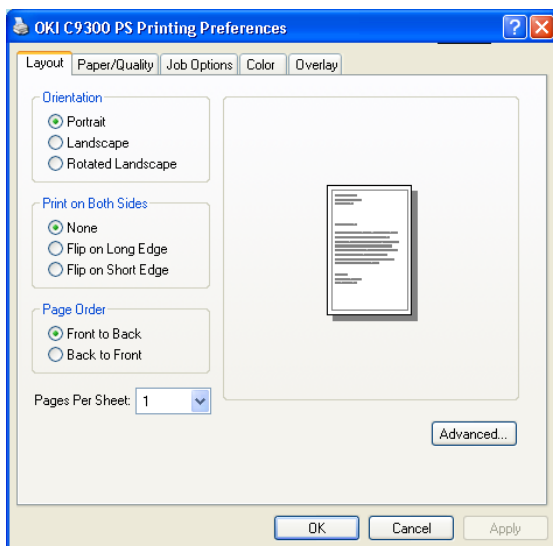
## NOTE

If the defaults set manually in the printer menu differ from those you set in the printer driver, the printer will not print and the LCD will display an error message.

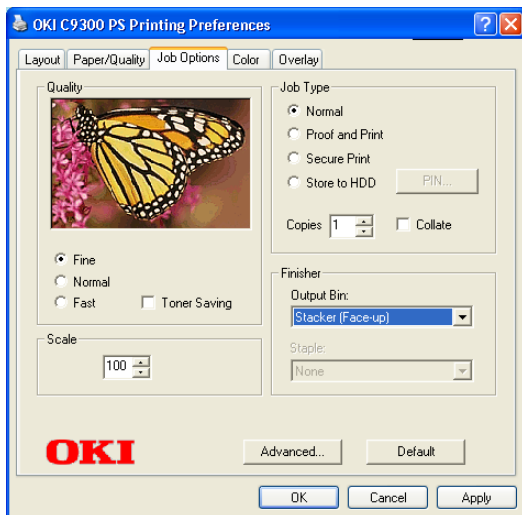
The following printer driver instructions are given as a guide only. Some software applications require the paper feed, size and media settings to be selected from within the software (under Page Setup).

### PostScript drivers

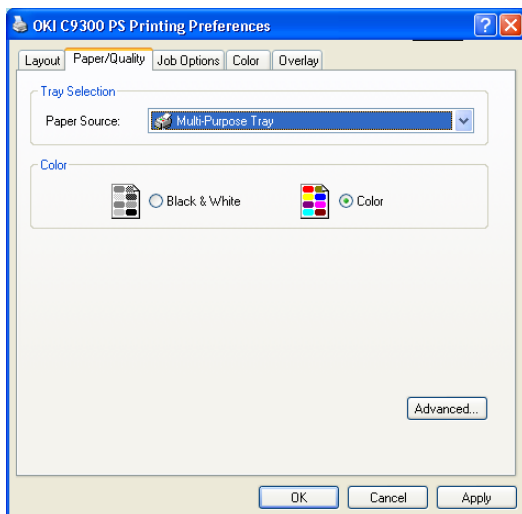
1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Right click the printer name and click **Printing Preferences**.



3. If you will be using heavy media, transparencies, envelopes or labels, click the **Job Options** tab and set the **Output Bin** under **Finisher** to **Stacker(Face-up)**.

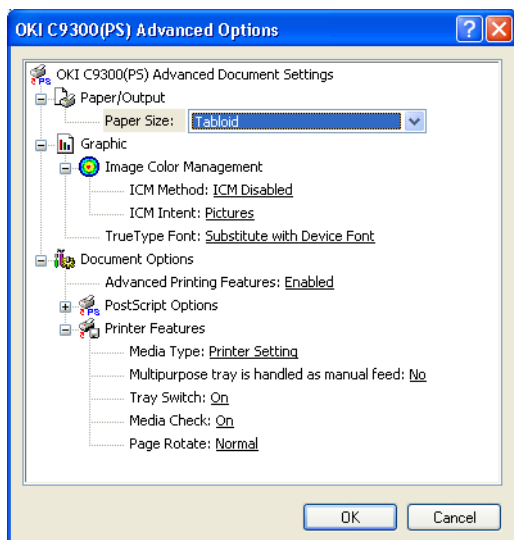


4. Click the **Paper/Quality** tab. Under **Tray Selection**, select the paper feed in the **Paper Source** drop-down list.

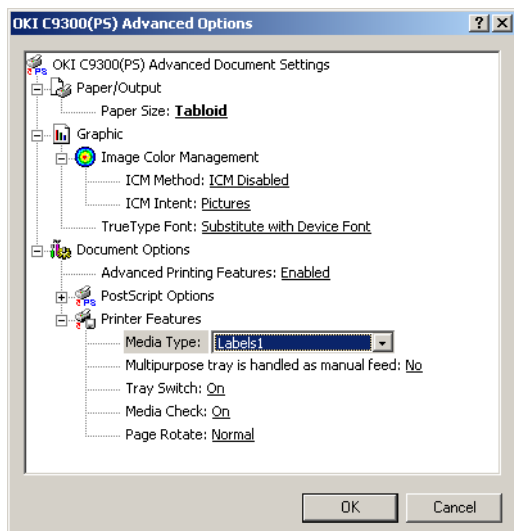


5. Click the **Advanced** button.

6. Under **Paper/Output**, select the media size in the **Paper Size** drop-down list.



7. Under **Document Options** → **Printer Features**, click **Media Type** and select the media from the drop-down list.

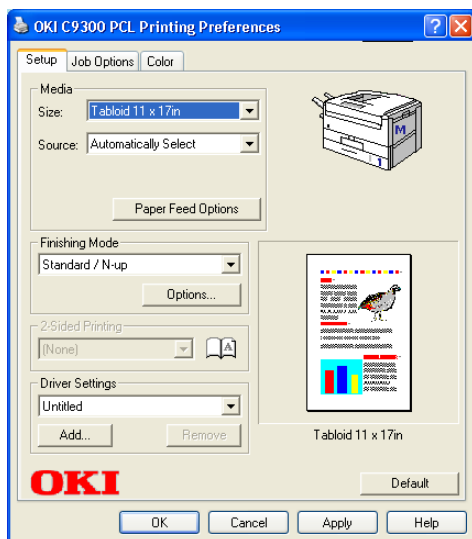


8. Click **OK** twice and close the Printers and Faxes dialog box.



## PCL drivers

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Right click the printer name and click **Printing Preferences**.
3. On the **Setup** tab, under **Media**, select the required paper size in the **Size** drop-down list.

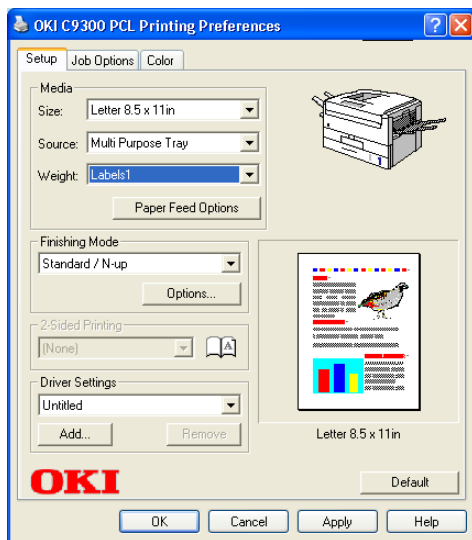


4. Select the required paper feed under **Source**.

### NOTE

If a paper tray is selected the Weight field becomes visible.

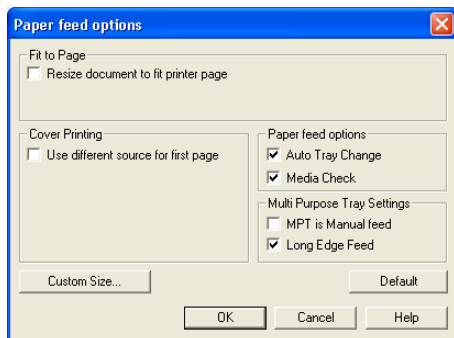
5. Select the required paper type under **Weight**.



## NOTE

If **Printer Setting** is selected, make sure the printer has been set to the correct media type.

6. Click the **Paper Feed Options** button and make any other selections then click **OK**.



7. Click **OK** twice and close the Printers and Faxes dialog box.

## Network Printer Status utility

- Available on TCP/IP network connection only.

The Network Printer Status utility is available if your administrator has installed it. If the utility is installed, you will see the following changes to the printer driver **Properties** dialog box:

- a new **Status** tab is added.
- an **Option** button is added to the **Device Option** tab.

This utility allows you to view (but not change) the status of the following on the **Status** tab:

- paper trays installed and the media assigned to them.
- total size and percentage used of disk/memory.
- percentage of toner remaining.

### Important!

If you select **Automatic Status Update** in the **Status** tab, the driver will automatically ping the printer for the latest status information every time you open the **Properties** dialog box. This causes a significant delay until the Properties dialog box opens. To avoid this, use the **Update Status** button in the **Status** tab to manually update the information on demand.

# Windows XP

## Operation

This section explains how to set up color printing and how to use the printer's features including:

- N-up printing (see page 114)
- Custom page sizes (see page 116)
- Selecting print resolution (see page 121)
- Duplex printing (see page 122)
- Watermarks (see page 128)
- Collating (see page 130)
- Proof and Print (see page 131)
- Secure print: printing confidential documents (see page 134)
- Storing files to the hard disk drive (see page 137)
- Using overlays (see page 140)
- Printing posters (see page 149)

### NOTE

**Most applications allow the printer properties to be accessed from within the document print dialog box.**

## FACTORS THAT AFFECT COLOR PRINTING

The PCL and PostScript printer drivers supplied with your printer provide several controls for changing the color output. For general use the default driver settings produce good results for most documents.

Many applications have their own color settings, and these may override the settings in the printer driver. Please refer to the documentation for your software application for details on how that particular program's color management functions.

If you wish to manually adjust the color settings in your printer driver, please be aware that *color reproduction is a complex topic, and there are many factors to take into consideration*. Some of the most important factors are listed below.

### **Differences between the range of colors a monitor or printer can reproduce**

- Neither a printer nor a monitor is capable of reproducing the full range of colors visible to the human eye. Each device is restricted to a certain range of colors. In addition to this, a printer cannot reproduce all of the colors displayed on a monitor, and vice versa.
- Both devices use very different technologies to represent color. A monitor uses Red, Green and Blue (RGB) phosphors (or LCDs), a printer uses Cyan, Yellow, Magenta and Black (CMYK) toner or ink.
- A monitor can display very vivid colors such as intense reds and blues and these cannot be easily produced on any printer using toner or ink. Similarly, there are certain colors, (some yellows for example), that can be printed, but cannot be displayed accurately on a monitor. This disparity between monitors and printers is often the main reason that printed colors do not match the colors displayed on screen.

## Viewing conditions

A document can look very different under various lighting conditions. For example, the colors may look different when viewed standing next to a sunlit window, compared to how they look under standard office fluorescent lighting.

## Printer driver color settings

The driver settings for Manual color can change the appearance of a document. There are several options available to help match the printed colors with those displayed on screen. These options are explained in subsequent sections of this User Manual.

## Monitor settings

The brightness and contrast controls on your monitor can change how your document looks on-screen. Additionally, your monitor color temperature influences how "warm" or "cool" the colors look.

### NOTE

**Several of the Color Matching options make reference to your monitor's Color Temperature. Many modern monitors allow the color temperature to be adjusted using the monitor's control panel.**

There are several settings found on a typical monitor:

- **5000k\***  
Warmest; yellowish lighting, typically used in graphics arts environments.
- **6500k**  
Cooler; approximates daylight conditions.
- **9300k**  
Cool; the default setting for many monitors and television sets.

\*k = degrees Kelvin, a measurement of temperature

## **How your software application displays color**

Some graphics applications such as CorelDRAW® or Adobe® Photoshop® may display color differently from "office" applications such as Microsoft® Word. Please see your application's online help or user manual for more information.

## **Paper type**

The type of paper used can also significantly affect the printed color. For example, a printout on recycled paper can look duller than one on specially formulated glossy paper.

## CHOOSING A COLOR MATCHING METHOD

There is no one way to achieve a good match between the document displayed on your monitor, and its printed equivalent. There are many factors involved in achieving accurate and reproducible color.

However, the following guidelines may help in achieving good color output from your printer. There are several suggested methods, depending on the type of document you are printing.

### NOTE

**These suggestions are for guidance only. Your results may vary depending on the application from which you are printing. Some applications will override any color matching settings in the printer driver without warning.**

### RGB or CMYK?

The guidelines for choosing a color matching method makes distinctions between Red, Green, Blue (RGB) and Cyan, Magenta, Yellow, Black (CMYK).

Generally, most documents you print will be in RGB format. This is the most common, and, if you do not know your document's color mode, assume that it is RGB.

Typically CMYK documents are only supported in professional Desktop Publishing and Graphics applications.

### Matching Photographic Images

#### RGB only

Oki Color Matching (see page 106) is a generally a good choice. Select a matching method appropriate to your monitor.



## **RGB or CMYK**

If you are printing photographic images from a graphics application such as Adobe Photoshop, you may be able to use Soft-Proofing to simulate the printed image on your monitor. To do this, you can use the ICC-Profiles provided by Oki (see “Windows ICM color matching” on page 113), and then print using the ICC profiles as the Print Space (or Output space).

## **Matching Specific Colors (e.g., a Company logo)**

### **RGB only**

- Oki Color Matching (see page 106), and the sRGB setting: PCL or PS driver.
- PostScript Color Matching using the Absolute Colorimetric option (see page 108).
- Use the Color Swatch Utility to print out a chart of RGB swatches and enter your desired RGB values in your application's color picker—PS only (see page 105).

### **RGB or CMYK**

- If you are printing from a graphics application such as Adobe Photoshop, you may be able to use Soft-Proofing to simulate the printed image on your monitor. To do this, you can use the ICC-Profiles provided by Oki (see “Windows ICM color matching” on page 113), and then print using the ICC profiles as the Print Space (or Output space) (PS only).
- Alternatively, use PostScript Color Matching with the Absolute Colorimetric setting (see page 108).

## **Printing Vivid Colors**

### **RGB only**

- Use Oki Color Matching (see page 106), with the Monitor 6500k Vivid, sRGB or Digital Camera settings (PCL or PS).

### **RGB or CMYK**

- Use PostScript Color Matching (see page 108) with the Saturation option.

# COLOR MATCHING: PCL DRIVER

## Color Matching Options

The Color Matching options in the PCL driver can be used to help match your printed colors to the ones displayed on your monitor.

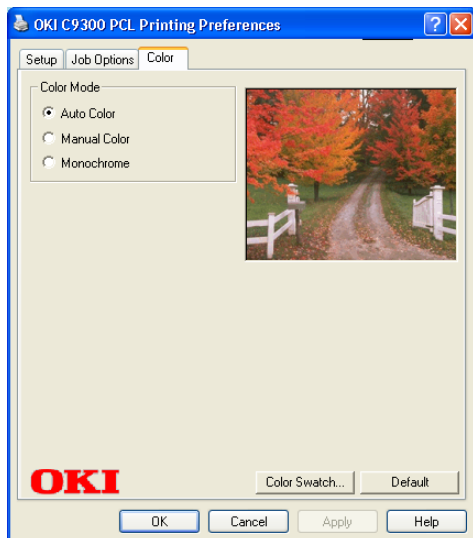
### NOTE

The PCL driver's color options are only designed to work with RGB data.

If you are printing CMYK data, we recommend you use the PostScript driver.

**To manually set the color matching options in the PCL driver:**

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Right click the appropriate printer name and click **Printing Preferences**.
3. Click the **Color** tab.



- a. Click **Manual Color** under **Color Mode**, then click **Natural** under **Color Setting**.



4. Select the method you wish to use:

**Monitor (6500k) Perceptual**

Optimized for printing photographs when using a monitor with a color temperature of 6500K.

**Monitor (6500k) Vivid**

Optimized for printing bright colors when using a monitor with a color temperature of 6500K. Ideal for office graphics.

**Monitor (9300k)**

Optimized for printing photographs when using a monitor with a color temperature of 9300K.

**Digital Camera**

Optimized for printing photographs taken with a digital camera. This tends to produce prints with lighter and brighter colors. For some photographs, other settings may be better depending on the subjects and the conditions under which they were taken.

**sRGB**

Optimized for matching specific colors, such as a company logo color. The colors within the printer's color gamut are printed

without any modification, and only colors that fall outside the printable colors are modified.

5. Set any other required parameters using the on-line Help for guidance.
6. When you are done, click **OK** and close the Printing Preferences dialog box.

## **The Print Color Swatch Utility**

For use with applications which allow you to set your own RGB values for colors.

The Color Swatch utility prints out charts of sample colors. Listed below each color are the corresponding RGB (Red, Green, Blue) values to use in your application to match that printed color.

### **An example of using the Print Color Swatch function:**

You wish to print a logo in a particular shade of red. The steps you would follow are:

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Right click the printer name and click **Printing Preferences**.
3. Click the **Color** tab.
4. Click the **Color Swatch** button to print the color swatch samples.
5. Select the shade of red that best suits your needs and make a note of the RGB value below that particular shade.
6. Using your program's color picker, enter these same RGB values (from step 5), and change the logo to that color.

### **NOTE**

**The RGB color displayed on your monitor may not necessarily match what was printed on the color swatch. If this is the case, it is probably due to the difference between how your monitor and printer reproduce color.**

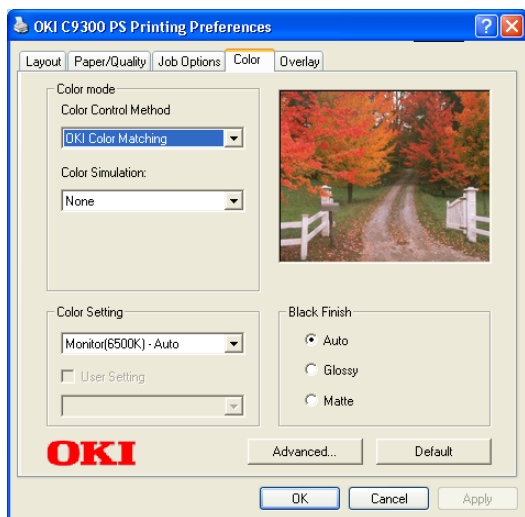
# COLOR MATCHING: POSTSCRIPT DRIVER

## Color Matching Options

The PostScript driver offers several different methods of controlling the color output of the printer.

### To manually set the color matching options in the PostScript driver:

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Right click the printer name and click **Printing Preferences**.
3. Click the **Color** tab.



4. Select the method to use from the **Color Control Method** drop-down list under **Color Mode**:

#### a. Color Control = OKI Color Matching

This is OKI's proprietary color matching system, and affects *RGB data only*.

Select the type to be used from the drop-down list under **Color Setting** :



- **Monitor (6500k) Perceptual**  
Optimized for printing photographs when using a monitor with a color temperature of 6500K.
- **Monitor (6500k) Vivid**  
Optimized for printing bright colors when using a monitor with a color temperature of 6500K. Ideal for office graphics and text.
- **Monitor (9300k)**  
Optimized for printing photographs when using a monitor with a color temperature of 6500K.
- **Digital Camera**  
Optimized for printing photographs taken with a digital camera. This tends to produce prints with lighter and brighter colors. For some photographs, other settings may be better depending on the subjects and the conditions under which they were taken.
- **sRGB**  
Optimized for matching specific colors, such as a company logo color.

The colors within the printer's color gamut are printed without any modification, and only colors that fall outside the printable colors are modified.

## b. Color Control = PostScript Color Matching

This uses PostScript Color Rendering Dictionaries built into the printer, and affects both RGB and CMYK data.

Select the rendering type from the **Rendering Intent** drop-down list.



### • Rendering Intents

When a document is printed, a conversion takes place from the document's color space to the printer color space. The rendering intents are essentially a set of rules that determine how this color conversion takes place.

The rendering intents that the printer driver provides are listed below:

#### – *Auto*

Best choice for printing general documents.

#### – *Perceptual*

Best choice for printing photographs. Compresses the source gamut into the printer's gamut while maintaining the overall appearance of an image.



– *Saturation*

Best choice for printing bright and saturated colors if you don't necessarily care how accurate the colors are. This makes it the recommended choice for graphs, charts, diagrams etc. Maps fully saturated colors in the source gamut to fully saturated colors in the printer's gamut.

– *Relative Colorimetric*

Good for proofing CMYK color images on a desktop printer. Much like Absolute Colorimetric, except that it scales the source white to the (usually) paper white; i.e. unlike Absolute Colorimetric, this attempts to take the paper white into account.

– *Absolute Colorimetric*

Best for printing solid colors and tints, such as Company logos etc. Matches colors common to both devices exactly, and clips the out of gamut colors to their nearest printed equivalent. Tries to print white as it appears on screen. The white of a monitor is often very different from paper white, so this may result in color casts, especially in the lighter areas of an image.

**c. Color Control = Using ICC Profile**

This option provides a method of matching RGB colors similar to Windows ICM matching. See “OKI “Using ICC Profiles” feature: PostScript driver only” on page 110.

**d. Color Control = No Color Matching**

Use this option to switch off all printer color matching.

**e. Color Control = Print in Grayscale**

This option prints all documents as monochrome.

## OKI “USING ICC PROFILES” FEATURE: POSTSCRIPT DRIVER ONLY

- Affects **RGB data only**.

This provides a method of matching RGB colors similar to Windows ICM matching. The main advantage it has over Windows ICM color matching is that it provides a method of printing using both input and output profiles. Windows ICM matching only allows output profiles to be chosen.

**Input Profiles** (e.g., a digital camera) provide information about the color in the original device that was used to capture or display the image data. For example, an input device could be a scanner, digital camera, or monitor.

**Output Profiles** (e.g., the C9300 printer) provide information about the device to which you are printing.

The Using ICC Profiles feature uses both the input and output profiles to generate a CRD (Color Rendering Dictionary), which is used to match the colors as closely as possible.

### NOTE

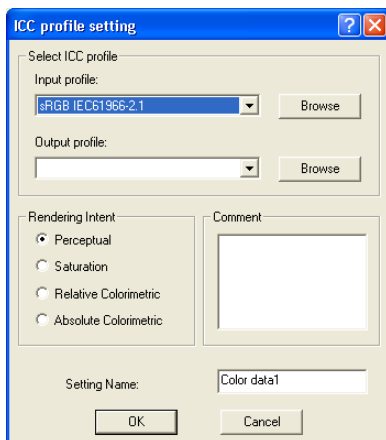
**This feature may not work for all application programs. However, many professional graphics applications offer a similar feature in their print settings, with the ability to choose a source (input) color space, and a print (output) color space**

## To set up ICC profiles:

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Right click the printer name and click **Printing Preferences**.
3. Click the **Color** tab.
4. Under **Color mode**, select **Using ICC Profile** in the **Color Control Method** drop-down list.



5. Click the **New** button.



6. Select the **Input profile** and **Output profile** in the drop-down lists under **Select ICC profile**.
7. Select the desired **Rendering Intent** and type in a name for the profile and click **OK**. The new name will appear in the **Setting Name** drop-down list under **ICC Profile Setting**.
8. Repeat steps 5-7 for each ICC profile you wish to define.
9. Click **OK** and close the Printers and Faxes dialog box.

## WINDOWS ICM COLOR MATCHING

- ICM is the color management system built into Windows.
- Affects **RGB data only**.
- Can be associated with either the PCL or PS driver

Windows ICM uses ICC profiles for your monitor and printer; these profiles describe the colors that your device is capable of reproducing. ICC profiles can be associated with your printer via the **Color Management** tab of the printer driver.

Depending on how you have installed the printer driver, the color profiles may already be associated with the driver.

To associate ICC Color Profiles with the printer driver:

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **File**, then **Properties**.
3. Click the **Color Management** tab.
4. Under “**Color Profiles currently associated with this printer**” you should see the names of profiles that match your printer model. If you do not see any profiles associated with the driver, click “**Add...**” and locate the ICC profiles for your printer.

Windows ICM uses the information in these profiles to convert colors in your documents to colors that the printer can reproduce. The way in which this conversion is performed can be controlled via the ICM Intent control in the printer driver

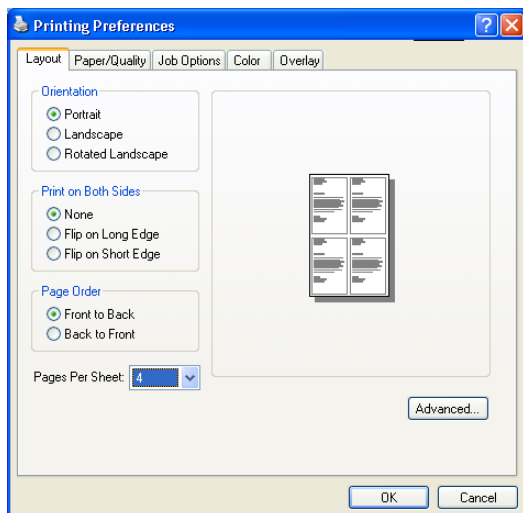
### NOTE

**Oki also provides an alternative to Windows ICM with the Color Match “Using ICC Profiles” feature. This is similar to Windows ICM, but offers several additional features.**

# PRINTING MULTIPLE PAGES ON ONE SHEET (N-UP PRINTING)

## N-Up printing using the PostScript driver

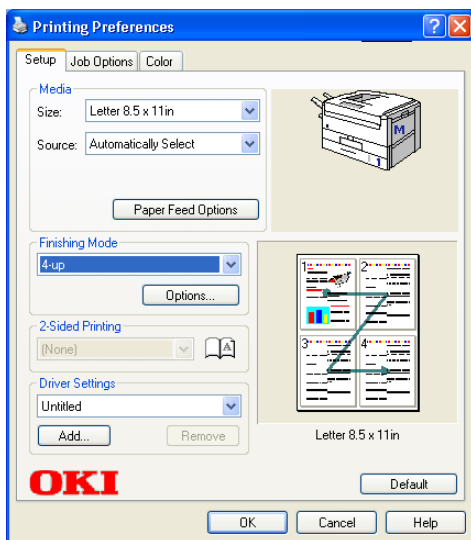
1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 PS driver on the **General** tab, then click the **Preferences** button.
3. On the **Layout** tab, under **Pages Per Sheet**, select the required number of pages.



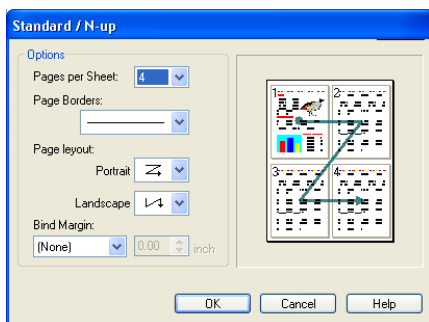
4. Click **OK**, then click **Print**.

## N-Up printing using the PCL driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 PCL driver on the **General** tab, then click the **Preferences** button.
3. On the **Setup** tab, under **Finishing Mode**, select the required number of pages per sheet.



4. Click the **Options** button and select the **Page Borders**, **Page Layout** and **Bind Margin**, then click **OK**.



5. Click **OK**, then click **Print**.

## PRINTING CUSTOM PAGE SIZES

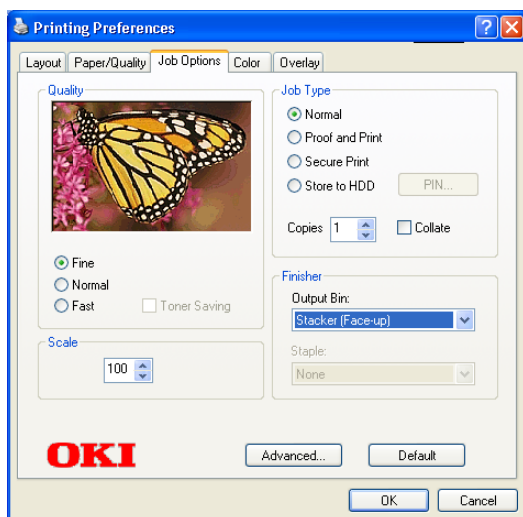
Custom page sizes can only be printed from the multi purpose tray. The printer media size for the multi purpose tray must be manually set in the driver to the custom paper size before use (range 3½ to 8½ inches [89 to 216 mm] wide x 5 to 14 inches [127 to 356 mm] long).

### Printing custom pages using the PostScript driver

#### NOTE

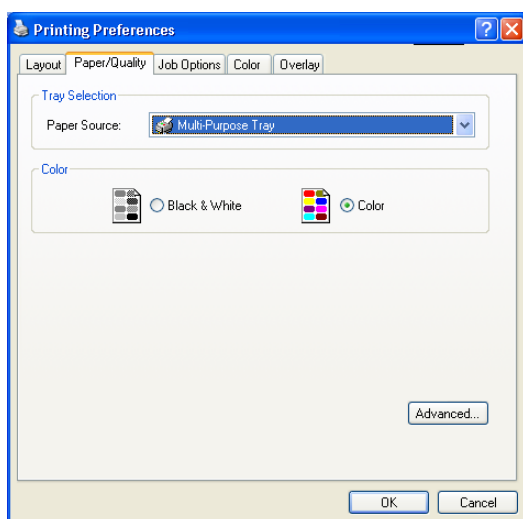
One custom paper size can be defined in the PostScript driver.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PS driver on the **General** tab, then click the **Preferences** button.
3. Click the **Job Options** tab. Under **Finisher**, select **Stacker(Face-up)** in the **Output Bin** drop-down list.





4. Click the **Paper/Quality** tab. Under **Tray Selection**, select **Multi-Purpose Tray** in the **Paper Source** drop-down list.



5. Click the **Advanced** button. Under **Paper/Output**, select **Postscript Custom page Size** in the **Paper Size** drop-down list.
6. Enter the **Width** and **Height** for the custom paper and select the **Paper Feed Direction**.

### NOTE

- Long Edge First = media feeds in long edge first
- Short Edge First = media feeds in short edge first
- Long Edge First (flipped) = Reserved for future use.
- Short Edge First (flipped) = Reserved for future use.

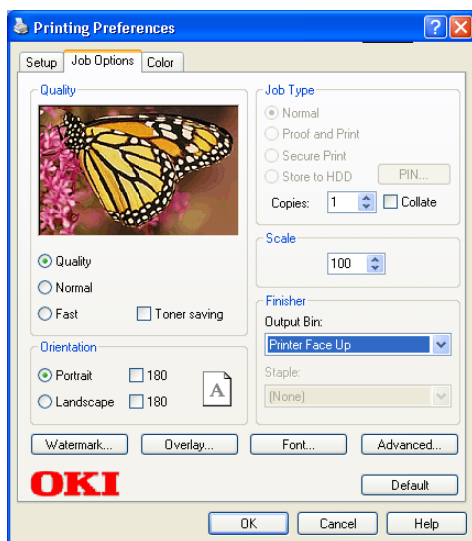
7. Click **OK** three times.
8. Click **Print**.

## Printing custom pages using the PCL driver

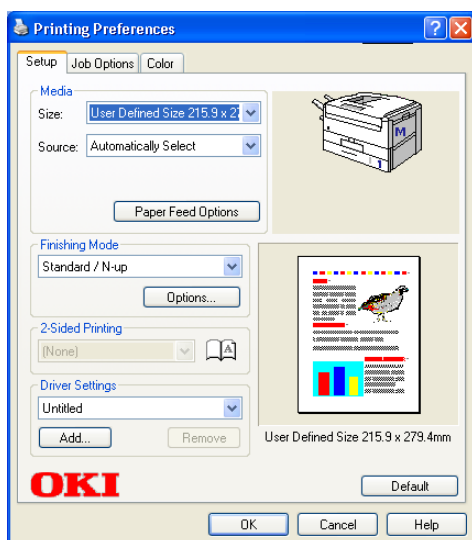
### NOTE

Up to 32 custom page sizes can be defined in the PCL driver.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Preferences** button.
3. On the **Job Options** tab, under **Finisher**, set the **Output Bin** to **Printer Face Up**.



4. On the **Setup** tab, under **Media**, select **User Defined Size** in the **Size** drop-down list.

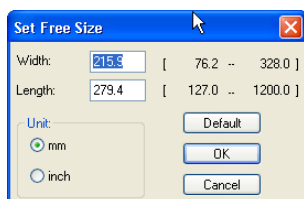


## NOTE

You may see a Warning dialog box indicating a conflict. If you do, click **OK** and the driver will automatically make the needed changes to correct for the conflict.

*The Set Free Size dialog box appears.*

5. Select the unit, then enter the width and length measurements and click **OK**.



6. Check that **User Defined** now appears in the **Size** list on the **Setup** tab.

### NOTE

To save the setting for future use:

- Click **Paper Feed Options**, then click **Custom Size**.
- Select the unit, then enter the relevant information for **Width** and **Height** and give your custom size a name under **Name**.
- Click **Add**.
- Click **OK**.  
*The Custom Page Size is added to the bottom of the Paper Size list.*

7. Click **OK** twice.
8. Click **Print**.

# CHANGING THE RESOLUTION FOR A PRINT JOB

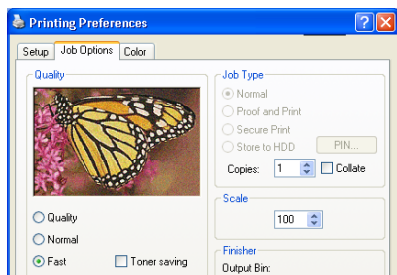
## NOTE

These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs (default settings):

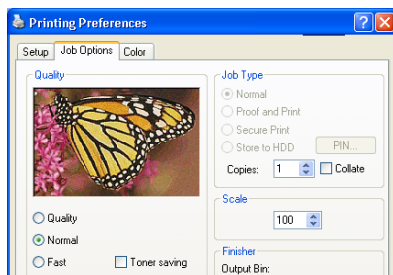
- Click **Start** → **Settings** → **Printers and Faxes**.
- Right click the appropriate printer name, then select **Properties**.
- Follow steps 3, etc., below. Note that the **Properties** screen for setting defaults will have more tabs.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 driver on the **General** tab, then click the **Preferences** button.
1. Click the **Job Options** tab.
2. Select the required printing resolution under **Quality**..

PostScript Driver



PCL Driver



3. Select **Toner Saving** if appropriate.
4. Click **OK**, then click **Print**.

## DUPLEX PRINTING

### (PRINTING ON BOTH SIDES OF THE PAPER)

#### NOTE

The optional duplex unit must be installed in the printer and enabled before duplex printing can be carried out.

- Standard paper sizes only.
- Paper weight range 20 to 28 lb. US Bond (75 to 105 g/m<sup>2</sup>).
- Paper must be loaded print side *up*.
- Only Tray 1, optional Trays 2 and 3, and the High Capacity Feeder trays can be used for duplex printing. The MP tray *cannot* be used for duplex printing.

#### NOTE

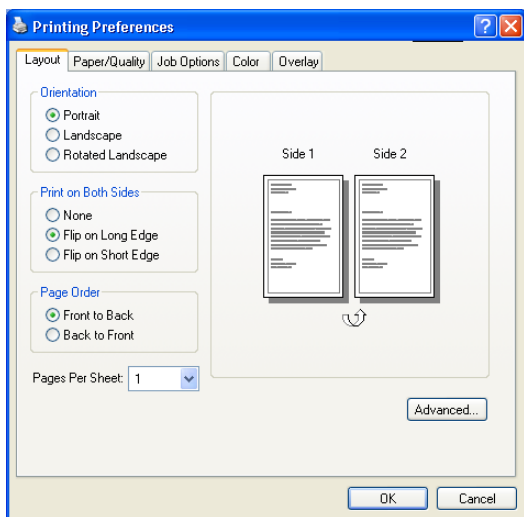
These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs:

- Click Start → Settings → Printers and Faxes.
- Right click the appropriate printer name, then select Properties.
- Follow steps 3, etc., below. Note that the Properties screen for setting defaults will have more tabs.

### Duplex printing using the PostScript driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PS driver on the **General** tab, then click the **Preferences** button.

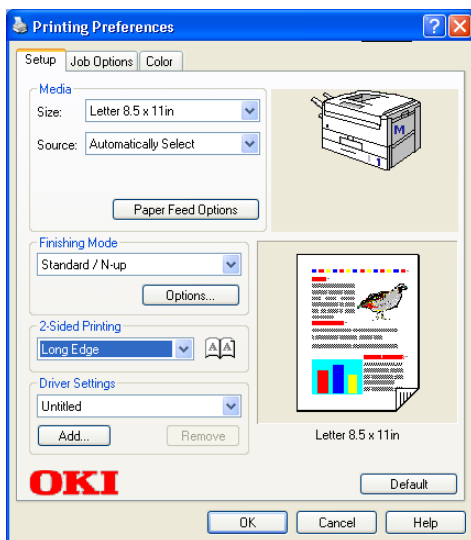
3. On the **Layout** tab, under **Print on Both Sides**, select **Flip on Long Edge** or **Flip on Short Edge**.



4. Click **OK**, then click **Print**.

## Duplex printing using the PCL driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Preferences** button.
3. On the **Setup** tab, under **2-Sided Printing**, select **Long Edge** or **Short Edge**.



4. Click **OK**, then click **Print**.



# PRINTING BOOKLETS

## NOTES

- You must have the duplex unit installed and enabled in order to print booklets.
- Not available on some network connections: see the Help file.
- Some software applications may not support booklet printing.
- The right-to-left setting allows a booklet to be printed for right to left reading, which is used in some languages.

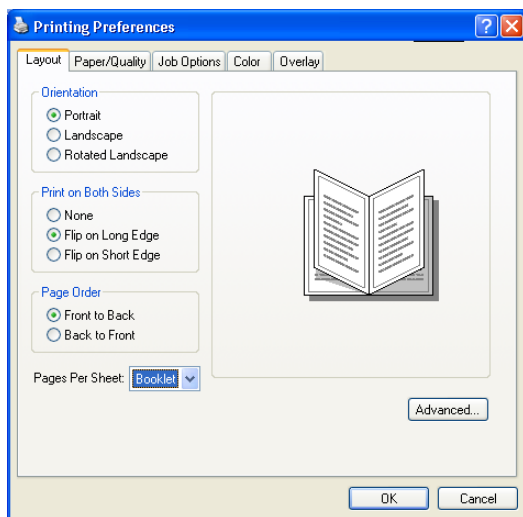
## Printing booklets using the PostScript driver

### NOTE

Booklet printing using the PostScript driver is restricted to 2 pages per sheet (e.g., print a 5½ x 8½ inch booklet on 8½ x 11 inch paper or print an 8½ x 11 inch booklet on 11 x 17 inch paper).

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PS driver on the **General** tab, then click the **Preferences** button.

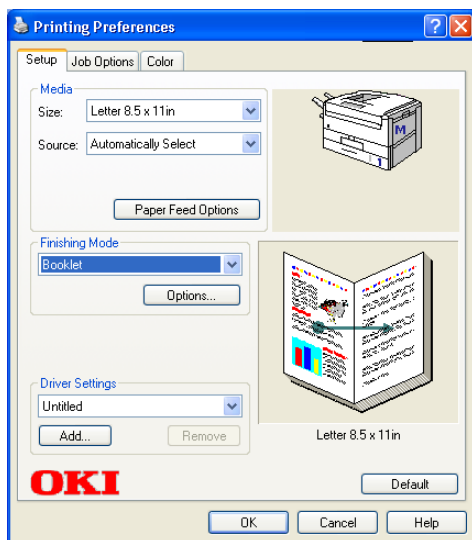
3. On the **Layout** tab, under **Pages Per Sheet**, select **Booklet** in the drop-down list.



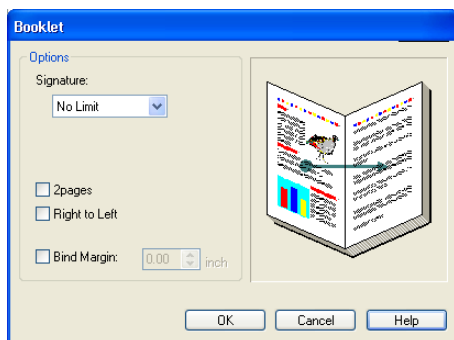
4. Click **OK**, then click **Print**.

## Printing booklets using the PCL driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Preferences** button.
3. On the **Setup** tab, under **Finishing Mode**, select **Booklet** in the drop-down list.



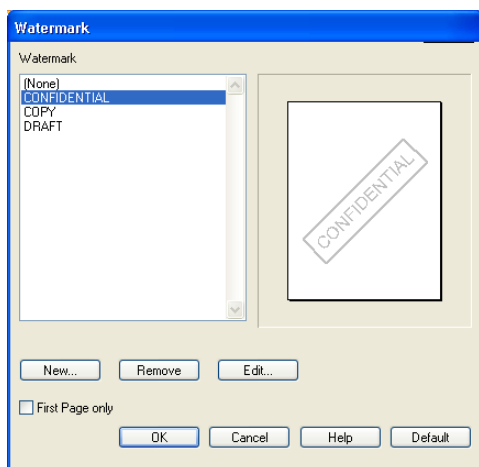
4. Click the **Options** button, then set the **Signature**, **2pages**, etc. (see the on-line Help for information), and click **OK**.



5. Click **OK**, then click **Print**.

## PRINTING WATERMARKS: PCL DRIVER ONLY

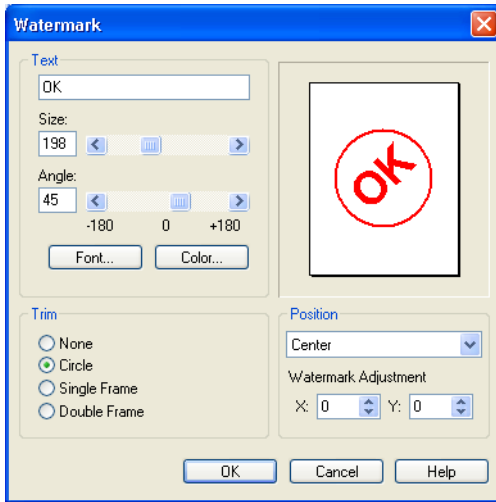
1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Preferences** button.
3. On the **Job Options** tab, click **Watermark**.
4. Select a name from the **Watermark** list.



## NOTE

To create a new watermark or edit an existing watermark:

- Click the New or Edit button.



- Enter the text for the watermark and select the font, size, angle, etc., to be used.
- Click **OK**.  
*The new watermark appears in the Watermark list.*

5. If you wish to print the watermark only on the first page of the document, select **First Page only**.
6. Click **OK** twice.
7. Click **Print**.

## COLLATING

Collating can be carried out with or without a hard disk drive installed. However, printers with a hard disk drive will provide greater performance.

### Important

If your software application has a collate option, use it instead of the collate option in the printer driver.

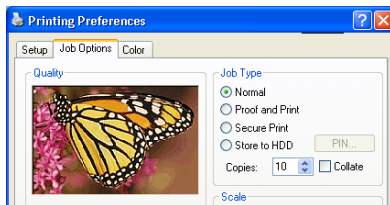
The following instructions explain how to select collating using the printer driver.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 driver on the **General** tab, then click the **Preferences** button.
3. On the **Job Options** tab, under **Job Type**, enter the number of copies required and—*only if the application has no collate option*—select **Collate**.

PostScript Driver



PCL Driver



4. Click **OK**, then click **Print**.

## PROOF AND PRINT

Proof and print allows printing of a single copy of a document for checking before printing multiple copies of the same document.

### NOTES

- The internal hard disk must be installed in the printer and enabled, to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy is printed.
- If the software application being used has a collate print option, it must be turned OFF for proof and print to operate correctly.
- Proof and print may not be available in some software applications.

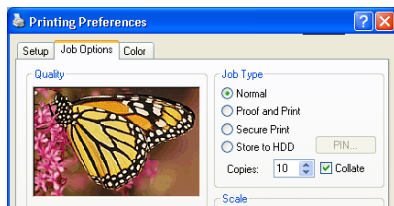
1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 driver on the **General** tab, then click the **Preferences** button.

3. Enter the number of copies and, if required, select **Collate**.

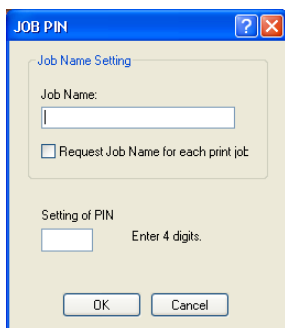
PostScript Driver



PCL Driver



- a. Under **Job Type**, select **Proof and Print**.
- b. Enter a job name of up to 16 characters under **Job Name Setting** and, if required, select **Request Job Name for each print job**.



- c. Type in a four digit personal ID number from 0000 to 7777, then click **OK**.
4. Click **OK**, then click **Print**. The document is stored on the hard disk drive, and one copy is printed for checking.
  5. After checking the proof, print or delete (if incorrect) the remaining copies of the document using the procedures given below.



## Printing copies

1. Press the MENU button to access the **PRINT JOBS MENU**, then press the SELECT button.
2. Enter your personal ID number using the buttons on the printer control panel.
3. Press the VALUE button until **ALL JOBS** or the required job name is displayed.
4. Press the SELECT button to print the remaining copies of the document.

## Deleting copies

If the proof is not ready for printing, the job must be deleted from the printer:

1. Press the MENU button to access the **PRINT JOBS MENU** and press the SELECT button.
2. Enter your personal ID number using the buttons on the printer control panel.
3. Press the VALUE button until **ALL JOBS** or the required job name is displayed.
4. Press the CANCEL button to delete the remaining copies of the document.
5. When the deletion confirmation message appears, confirm by pressing the SELECT button.

### NOTE

**An alternative method of printing or deleting the remaining copies of the document is to use the Oki Storage Device Manager. Please refer to the On-line help for Oki Storage Device Manager.**

## SECURE PRINTING (PRINTING CONFIDENTIAL DOCUMENTS)

Secure printing or printing with passwords allows the printing of confidential documents on printers that are shared with other users.

### NOTE

- The internal hard disk must be installed in the printer and enabled to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for secure printing to operate correctly.
- Secure printing may not be available in some software applications.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 driver on the **General** tab, then click the **Preferences** button.
3. Under **Job Type**, select **Secure Print**.

### NOTE

If you've already placed a document on the hard disk drive using Secure Print, but have not yet printed it out, click the **PIN** button and enter a new job name.

- a. Enter a job name of up to 16 characters under **Job Name** and, if required, select **Request Job Name for each print job**.



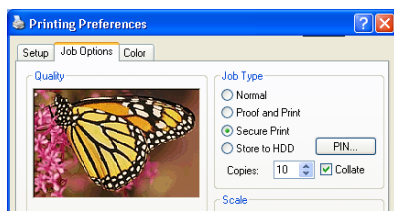
- b. Type in a four digit personal ID number from 0000 to 7777, then click **OK**.

4. Enter the number of copies and, if required, select **Collate**.

PostScript Driver



PCL Driver



5. Click **OK**, then click **Print**. The document will be stored on the printer's hard disk.
6. Go to the printer and print out the document using the front panel (see below).

## **Printing a confidential document from the front panel**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you set above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the SELECT button.  
*The document will print and be deleted from the hard disk drive.*

## **Deleting the confidential document before printing it**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you set above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the CANCEL button to delete the job from the printer.

### **NOTE**

**An alternative method of printing or deleting the remaining copies of the document is to use the Oki Storage Device Manager. Please refer to the on-line Help for the Oki Storage Device Manager software.**

## STORE TO HARD DISK

Store to hard disk (job spooling) allows print jobs to be prepared and stored on the hard disk for printing on demand. This is good for forms, generic memos, letterhead stationery, etc.

### NOTE

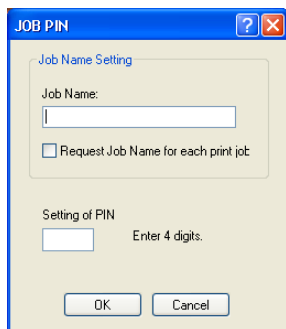
- The internal hard disk must be installed in the printer and enabled.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for Store to Hard Disk to operate correctly.
- Store to Hard Disk may not be available in some software applications.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 driver on the **General** tab, then click the **Preferences** button.
3. On the **Job Options** tab, select **Store to HDD**.

### NOTE

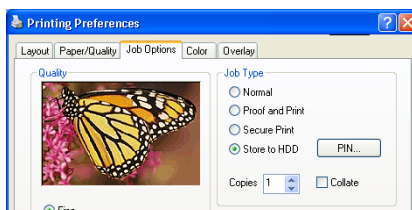
If you've already stored a document on the printer's hard disk drive, and want to store another one, click the **PIN** button and enter a new Job Name.

- a. Enter a job name of up to 16 characters under **Job Name Setting** and, if required, select **Request Job Name for each print job**.

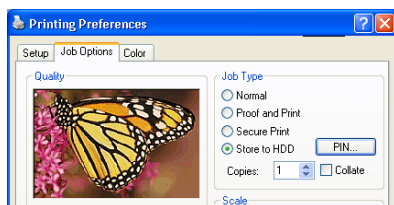


- b. Type a four digit personal ID number from 0000 to 7777, then click **OK**.

### PostScript Driver



### PCL Driver



4. Click **OK**, then click **Print**. The document will be stored on the hard disk and can then be printed on demand, or deleted, using the procedure below.

## To print a stored document

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you selected above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the SELECT button to print the document.

## **To delete a stored document from the hard disk drive**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you selected above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the CANCEL button to delete the remaining copies of the document.
5. When the deletion confirmation message appears, confirm by pressing the SELECT button.

### **NOTE**

**An alternative method of printing or deleting the stored document is to use the Oki Storage Device Manager. Please refer to the On-line Help for the Oki Storage Device Manager software.**

# PRINTING OVERLAYS

## What are Overlays?

An Overlay can be a combination of graphics, fonts, or text that is stored in the printer's flash memory or on the hard disk (supplied on some models, optional on others), and printed whenever required. The result is similar to the Watermark feature, but with the ability to be much more elaborate.

Overlays can be useful for tasks such as printing letterheads, forms, or invoices, and should reduce the need for pre-printed stationery.

## An example of using Overlays:

Suppose that you have created and stored three files in the printer using the Storage Device Manager:

- the company logo
- the company address
- the company mission statement.

The Overlay feature allows these files to be incorporated into your document in various combinations, depending on your requirements.

## To create overlays:

1. Create the document that you wish to use for Overlay printing (e.g. a letterhead) and generate a PRN file (print file) using the printer driver.
2. Use the Storage Device Manager utility to convert this PRN file (print file) to a storable file format, and download it to the printer.



Once someone has set up all the necessary overlay files on the printer, other users only have to switch on the required settings in the printer driver to use the overlays.

### NOTE

- The internal hard disk must be installed in the printer to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for overlay to operate correctly.
- An overlay may consist of more than one component file.

## Creating documents to use as overlays

An overlay can be created in any software application that can handle logos, letterheads, forms, etc. and can print to a file.

### PCL Driver

To create a print (PRN) file:

1. With the file to be stored as an overlay open in your application program, choose **File** then **Print**.
2. Ensure that the "**Print To File**" option is switched on in your application's Print dialog box.
3. Depending on the application, you may need to select your OKI printer model, and then click the **Preferences** button. This should open the printer driver settings.

### Important

Please ensure that you are using the Oki PCL driver to do this.

4. Choose all of the printer driver settings with which you would like your overlay to print.

5. Try to keep the overlay to a single sheet. Don't use N-up, duplex, finisher options, etc. when creating an overlay. These can be added when printing the document that includes the overlay.
6. Click **OK** to close the Printing Preferences dialog box.
7. Click **Print**.

Instead of sending the print job to the printer, this prompts you to save the print job on your PC's hard disk. Give the file a meaningful name such as "my template.prn".

## PostScript

1. With the file to be stored as an overlay open in your application program, choose **File** then **Print**.
2. Ensure that the **Print To File** option is switched on in your application's Print dialog box.
3. Depending on the application, you may need to select your OKI printer model, and then click **Properties...** This should open the printer driver settings.
4. Select the **Job Options** tab, and click the **Overlays...** button.
5. Choose **Create Form** from the menu.
6. Click **OK** to close the Properties dialog box.
7. Click **OK** to print the document to a file.

Instead of sending the print job to the printer, this prompts you to save the print job on your PC's hard disk. Give the file a meaningful name such as "my template.prn".

### Important

Please ensure that you are using the Oki PostScript driver to do this.

## Downloading the print file to use as an overlay

In the previous topic, you created a print (PRN) file on your PC's hard disk. This topic explains how download this file to the printer using the Storage Device Manager.

The Storage Device Manager software is included with the original software CDs that were supplied with your printer.

1. Launch Storage Device Manager and allow the program to discover (locate) the printer.
2. Click **Project** then **New Project**.
3. Select **Add File to Project** from the **Project** menu, and select the PRN file(s) that you created earlier.

**PCL:** This automatically generates a BIN file.

### Important!

At this step, you will see in the project window that the BIN file is assigned an ID number. You can change this ID number by double-clicking it, and entering a new one in the ID field.

**PostScript:** This automatically generates a PostScript hst file. Note the name that the file is assigned in the Storage Device Manager. *Names are case sensitive.*

### NOTE

**For PCL and PS: this is important because you need to use this ID number or name when creating overlays in the printer driver. Therefore, it is recommended you change the ID number or name from the default value and *note it for later use.***

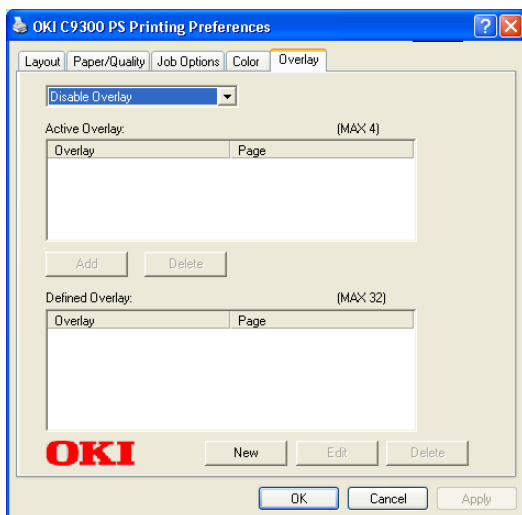
4. Make sure the printer being used is highlighted in the lower window of the Storage Device Manager.
5. Select the **Project** menu and then choose **Send Project Files to Printer**.

This downloads the file to the printer. The Storage Device Manager displays "Command Issued" to indicate that the file was downloaded successfully.

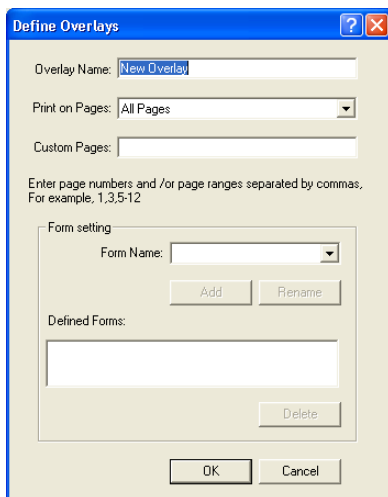
6. Close the Storage Device Manager.

## Defining Overlays: PostScript

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Right click the printer name and click **Printing Preferences**.
3. Click the **Overlay** tab.
4. Click the **Overlay** button.



5. Click the **New** button.



6. Enter the file name of the overlay in the **Overlay Name** list, and select the pages on which it is to be printed.

### NOTE

The Overlay Name must be **EXACTLY** the same as the file name you made a noted of in the previous section. This is the name under which the file is stored on the printers' hard disk drive. It is case sensitive.

7. Enter or select a form name in the drop-down list under **Form setting**, then click **Add**.

Define Overlays

Overlay Name:

Print on Pages:

Custom Pages:

Enter page numbers and /or page ranges separated by commas.  
For example, 1,3,5-12

Form setting

Form Name:

Defined Forms:

### NOTE

The Form Name is a random name of your selection.

8. Click **OK**.
9. If required, continue to add files to the overlay by repeating steps 5 through 8.
10. Highlight the overlay name(s) under **Defined Overlay** and click **Add** to add the overlay(s) to the list under Active Overlay (to

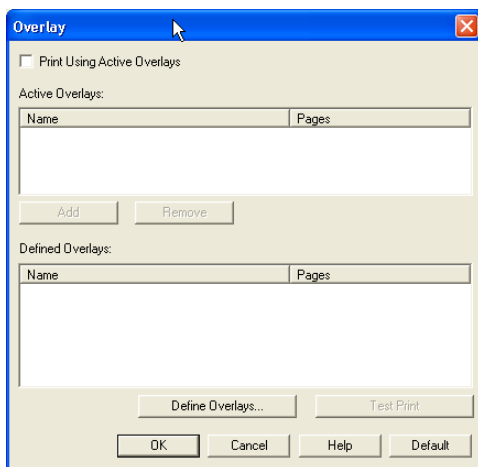
select more than one overlay, hold the CTRL key while clicking on each name).



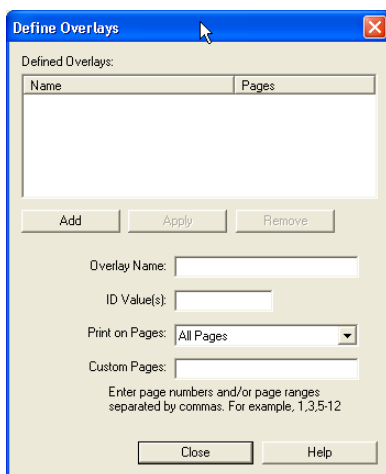
11. Select **Use Overlay** from the drop-down list at the top of the dialog box, then click **OK**.
12. Close the Printers and Faxes dialog box.

## Defining Overlays: PCL

1. Click **Start** → **Settings** → **Printers and Faxes**.
2. Highlight the printer name and click **Printing Preferences**.
3. Click the **Job Options** tab.
4. Click the **Overlay...** button.



5. To define an overlay, click the **Define Overlays** button.

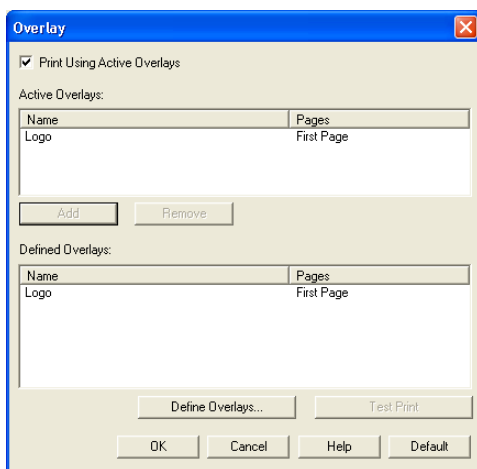


6. Enter the file name of the overlay in the **Overlay Name** list.

### NOTE

The Overlay Name must be **EXACTLY** the same as the file name you made a noted of in the previous section. This is the name under which the file is stored on the printer's hard disk drive. It is **case sensitive**.

7. Enter the ID of the file in **ID Values**. Please refer to the instructions for the Storage Device Manager utility.
8. Select which pages the overlay is to be printed on from **Print on Pages** or use **Custom Pages** to select specific page numbers in the document, then click **Add**
9. Click **Close**.
10. Highlight the overlay name under **Defined Overlay** and click the **Add** button to add the overlay to the list in **Active Overlays**.
11. Select **Print Using Active Overlays**.



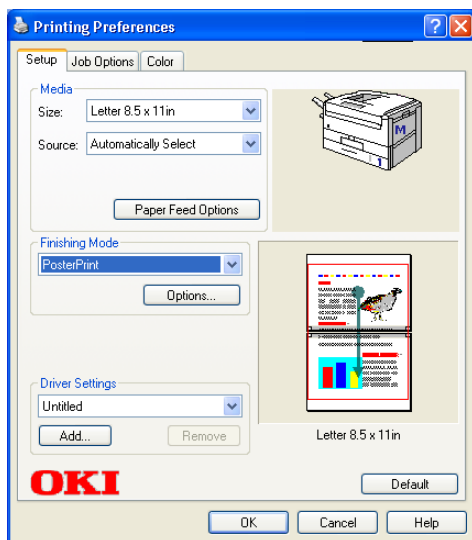
12. Click **OK**.
13. Click **OK** to close the Printing Preferences dialog box.



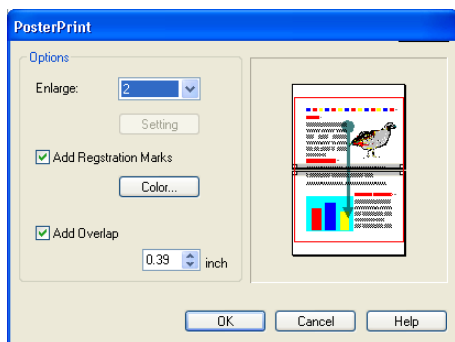
## PRINTING POSTERS: PCL DRIVER ONLY

This option allows you to configure and print posters by breaking up the document page into multiple pieces which print enlarged on separate sheets. Then the separate sheets are combined to produce a poster. It is only available with the PCL printer driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Preferences** button.
3. On the **Setup** tab, under **Finishing Mode**, select **Poster Print**.



4. Click **Options...** and enter the configuration details



5. Click **OK** twice.

6. Click **Print**.

# Windows 2000

## Printer Drivers

See your printed *Software Installation Guide* for information on installing printer drivers.

You can also go to **<http://my.okidata.com>** to view and/or download a copy of the *Software Installation Guide* or for the latest information on drivers for your printer.

### WHICH PRINTER DRIVER TO USE?

Your printer comes with Windows drivers for PCL and Adobe® PostScript® (PS). You can install either of these, or both if you wish. Which driver you choose depends on your application.

- If you use TrueType fonts and you do not print PostScript (including “.eps” files) graphics, choose the PCL driver. This will be more efficient and give good results.
- If you use PostScript fonts or you will be printing PostScript graphics, choose the PostScript driver. In this situation performance will be faster and graphics will be printed at their best quality

#### NOTE

**The line art graphics in this manual are PostScript. So if you plan to print parts of this manual choose the PostScript driver. Otherwise the line art graphics will only print at low resolution.**

If neither driver seems to cover all your needs, you should install both drivers: select the same printer port (LPT1 or Network Port) for both drivers during the installation.

Set the driver you plan to use most of the time to be your Windows default driver. Most applications allow you to choose a different printer from within the print dialog, so you can print using the alternative driver whenever you need to.

## ENABLING INSTALLED OPTIONS IN THE DRIVERS

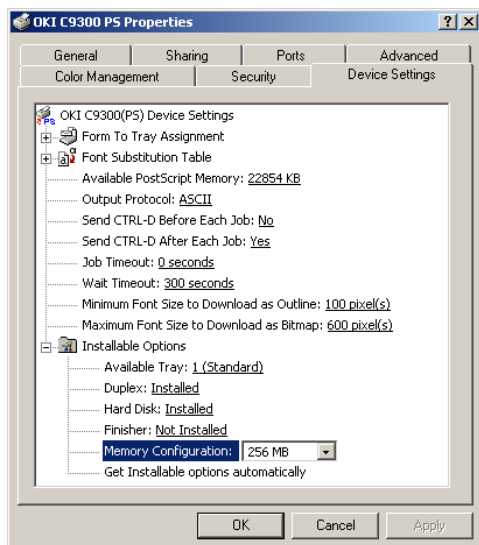
Certain options such as additional memory, the duplexer, or additional trays may be installed in your printer.

Before using the printer, you must enter the printer driver(s) and enable the options. You only need to do this once.

### For additional memory

If you have additional memory in your printer, use these instructions to update the Windows PostScript driver so that it recognizes the additional memory:

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab.
4. Under **Installable Options**, click **Memory Configuration**, then set the memory in the drop-down box to be the same as that now installed in the printer, as shown in the MenuMap (to generate a MenuMap printout, see “Printing the MenuMap” on page 33)

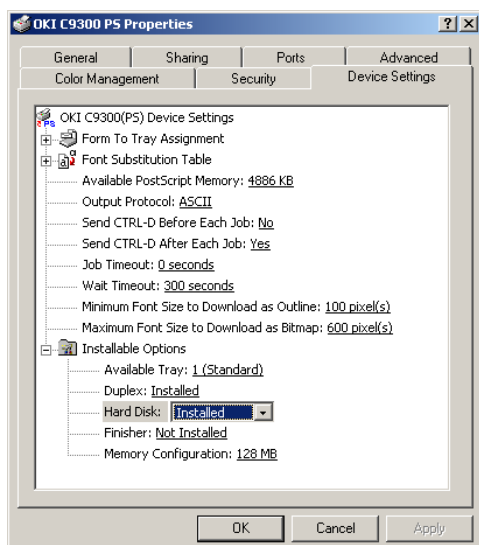


5. Click **OK** and close the Printers dialog box.

## For the internal hard disk drive

### PostScript driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab.
4. Under **Installable Options**, change the setting for the **Hard Disk** drop-down box to **Installed**.



5. Click **OK** and close the Printers dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Options** tab, click **Printer Hard Disk**.

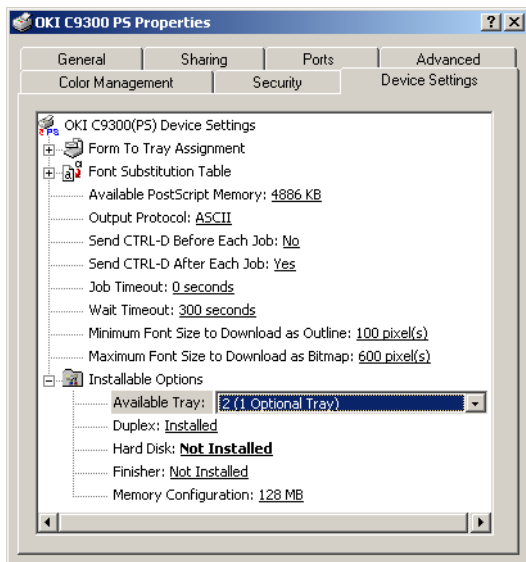


4. Click **OK** and close the Printers dialog box.

## For additional paper trays

### PostScript driver

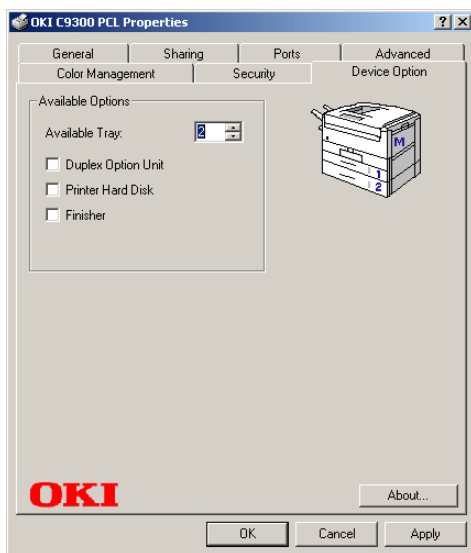
1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Available Trays**, then select the appropriate number of trays (not including the Multi Purpose tray) in the drop-down box.



4. Click **OK** and close the Printers dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, select the appropriate number of trays (not including the Multi Purpose tray).



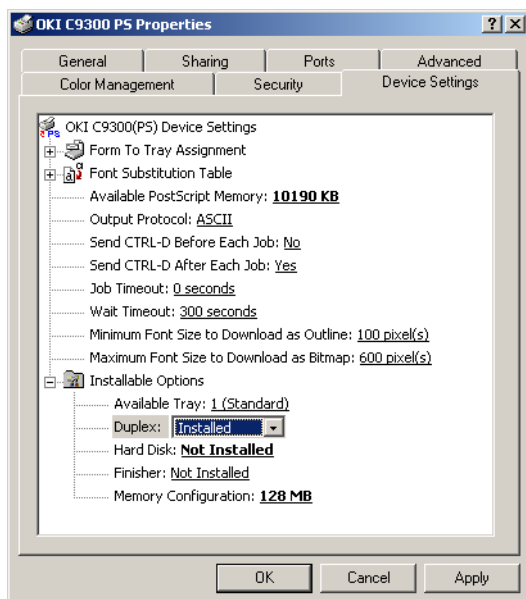
4. Click **OK** and close the Printers dialog box.



## For the duplex unit

### PostScript driver

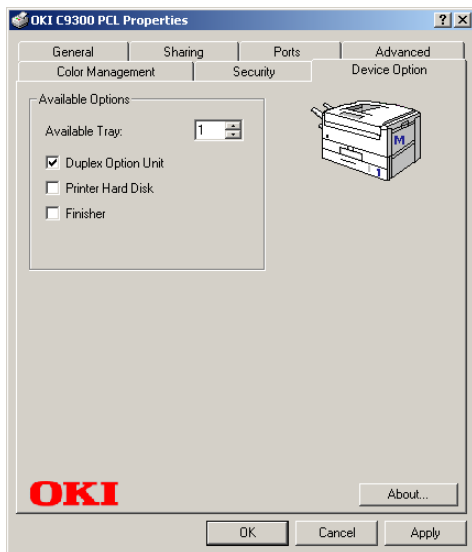
1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Duplex** and select **Installed** in the drop-down box.



4. Click **OK** and close the Printers dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Option** tab, click **Duplex Option Unit**.

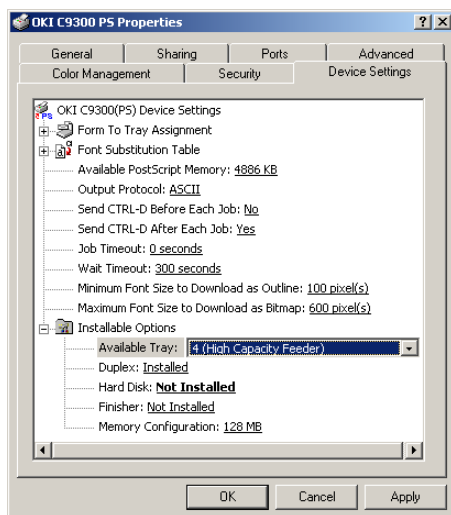


4. Click **OK** and close the Printers dialog box.

## For the high capacity feeder

### PostScript driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Available Tray**, then select the appropriate setting (4 or 5) in the drop-down box.



4. Click **OK** and close the Printers dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, select the number of trays installed (4 or 5).

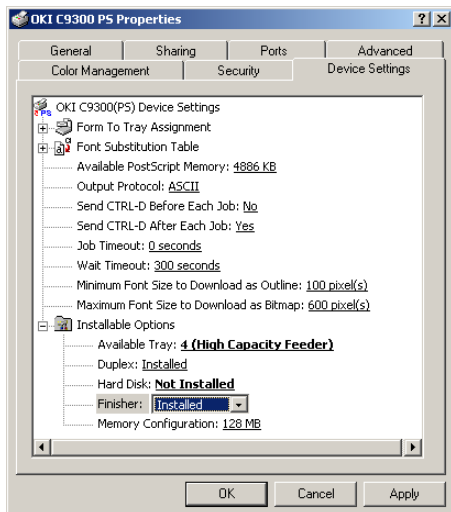


4. Click **OK** and close the Printers dialog box.

## For the finisher

### PostScript driver

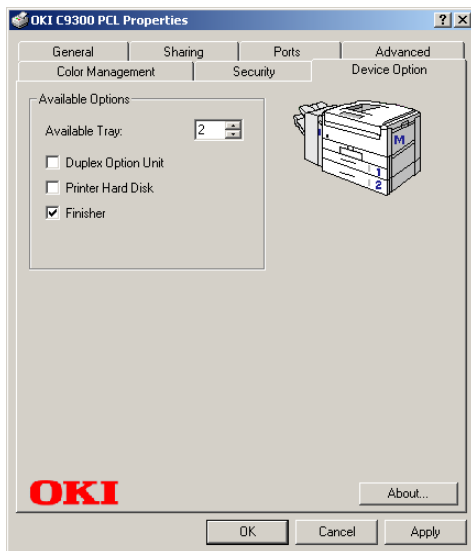
1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Finisher**, then select **Installed** in the drop-down box.



4. Click **OK** and close the Printers dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, click **Finisher**.



4. Click **OK** and close the Printers dialog box.

# CHANGING DEFAULTS FOR PAPER FEED, SIZE AND MEDIA IN THE DRIVER

The normal default for these items is automatic detection.

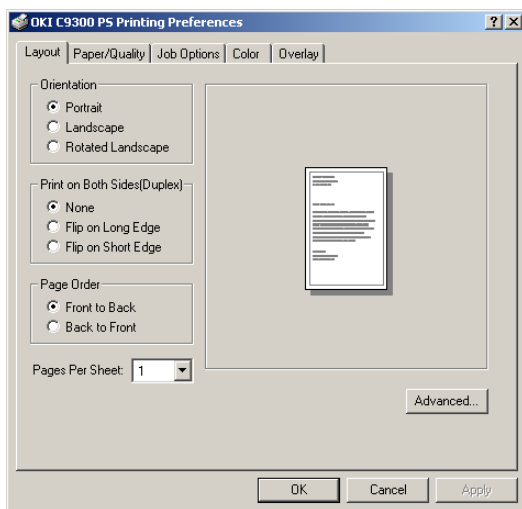
## NOTE

If the defaults set manually in the printer menu differ from those you set in the printer driver, the printer will not print and the LCD will display an error message.

The following printer driver instructions are given as a guide only. Some software applications require the paper feed, size and media settings to be selected from within the software (under Page Setup).

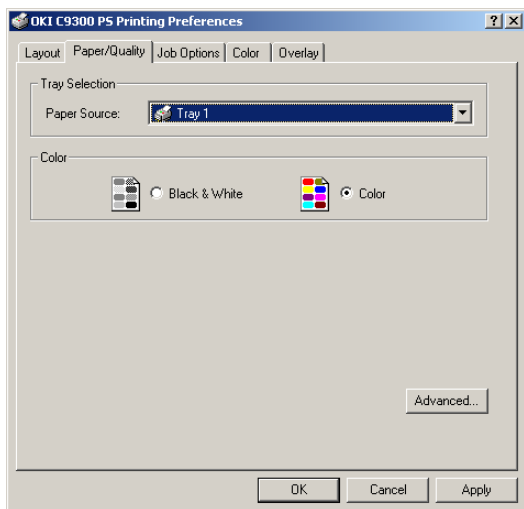
### PostScript driver

1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Printing Preferences**.

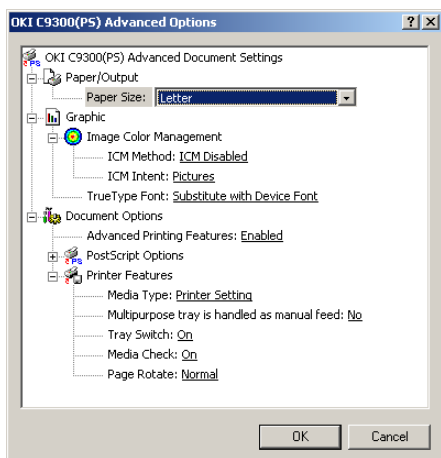


3. If you will be using heavy media, transparencies, envelopes or labels, click the **Job Options** tab and set the **Output Bin** under **Finisher** to **Stacker(Face-up)**.

- Click the **Paper/Quality** tab. Under **Tray Selection**, select the paper feed in the **Paper Source** drop-down box.

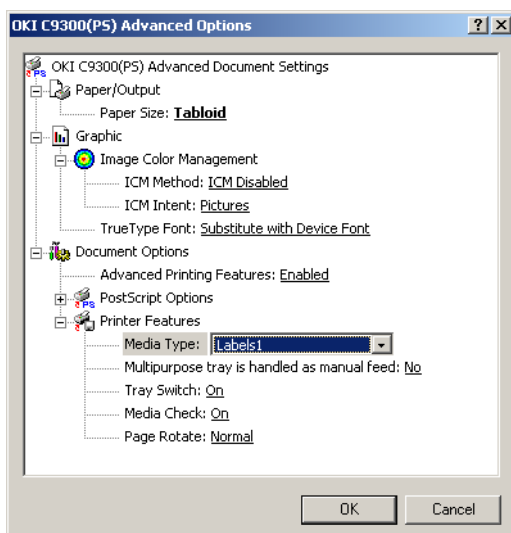


- Click the **Advanced** button.
- Under **Paper/Output**, select the media size in the **Paper Size** drop-down box.





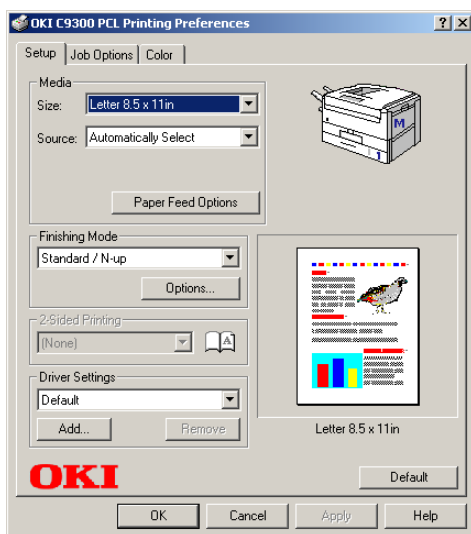
7. Under **Document Options** → **Printer Features**, click **Media Type** and select the media from the drop-down box.



8. Click **OK** twice and close the Printing Preferences dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Printing Preferences**.
3. In the **Setup** tab, under **Media**, select the required paper size in the **Size** drop-down box.



4. Select the required paper feed under **Source**.

### NOTE

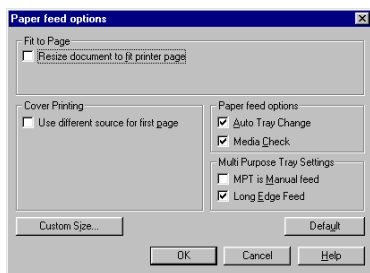
If a paper tray is selected the **Weight** field becomes visible.

5. Select the required paper type under **Weight**.

### NOTE

If **Printer Setting** is selected, make sure the printer has been set to the correct media type.

6. Click **Paper Feed Options** and make any other selections, then click **OK**.



7. Click **OK** twice and close the Printing Preferences dialog box.

## Network Printer Status utility

- Available on TCP/IP network connection only.

The Network Printer Status utility is available if your administrator has installed it. If the utility is installed, you will see the following changes to the printer driver **Properties** dialog box:

- a new **Status** tab is added.
- an **Option** button is added to the **Device Option** tab.

This utility allows you to view (but not change) the status of the following on the **Status** tab:

- paper trays installed and the media assigned to them.
- total size and percentage used of disk/memory.
- percentage of toner remaining.

### Important!

If you select **Automatic Status Update** in the **Status** tab, the driver will automatically ping the printer for the latest status information every time you open the **Properties** dialog box. This causes a significant delay until the Properties box opens. To avoid this, use the **Update Status** button in the **Status** tab to manually update the information on demand.

# Windows 2000

## Operation

This section explains how to set up color printing and how to use the printer's features including:

- N-up printing (see page 186)
- Custom page sizes (see page 188)
- Selecting print resolution (see page 193)
- Duplex printing (see page 194)
- Watermarks (see page 200)
- Collating (see page 202)
- Proof and Print (see page 203)
- Secure print: printing confidential documents (see page 206)
- Storing files to the hard disk drive (see page 209)
- Using overlays (see page 212)
- Printing posters (see page 221)

### NOTE

**Most applications allow the printer properties to be accessed from within the document print dialog box.**

## FACTORS THAT AFFECT COLOR PRINTING

The PCL and PostScript printer drivers supplied with your printer provide several controls for changing the color output. For general use the default driver settings produce good results for most documents.

Many applications have their own color settings, and these may override the settings in the printer driver. Please refer to the documentation for your software application for details on how that particular program's color management functions.

If you wish to manually adjust the color settings in your printer driver, please be aware that *color reproduction is a complex topic, and there are many factors to take into consideration*. Some of the most important factors are listed below.

### **Differences between the range of colors a monitor or printer can reproduce**

- Neither a printer nor a monitor is capable of reproducing the full range of colors visible to the human eye. Each device is restricted to a certain range of colors. In addition to this, a printer cannot reproduce all of the colors displayed on a monitor, and vice versa.
- Both devices use very different technologies to represent color. A monitor uses Red, Green and Blue (RGB) phosphors (or LCDs), a printer uses Cyan, Yellow, Magenta and Black (CMYK) toner or ink.
- A monitor can display very vivid colors such as intense reds and blues and these cannot be easily produced on any printer using toner or ink. Similarly, there are certain colors, (some yellows for example), that can be printed, but cannot be displayed accurately on a monitor. This disparity between monitors and printers is often the main reason that printed colors do not match the colors displayed on screen.

## Viewing conditions

A document can look very different under various lighting conditions. For example, the colors may look different when viewed standing next to a sunlit window, compared to how they look under standard office fluorescent lighting.

## Printer driver color settings

The driver settings for Manual color can change the appearance of a document. There are several options available to help match the printed colors with those displayed on screen. These options are explained in subsequent sections of this User Manual.

## Monitor settings

The brightness and contrast controls on your monitor can change how your document looks on-screen. Additionally, your monitor color temperature influences how "warm" or "cool" the colors look.

### NOTE

**Several of the Color Matching options make reference to your monitor's Color Temperature. Many modern monitors allow the color temperature to be adjusted using the monitor's control panel.**

There are several settings found on a typical monitor:

- **5000k\***  
Warmest; yellowish lighting, typically used in graphics arts environments.
- **6500k**  
Cooler; approximates daylight conditions.
- **9300k**  
Cool; the default setting for many monitors and television sets.

\*k = degrees Kelvin, a measurement of temperature

## **How your software application displays color**

Some graphics applications such as CorelDRAW® or Adobe® Photoshop® may display color differently from "office" applications such as Microsoft® Word. Please see your application's online help or user manual for more information.

## **Paper type**

The type of paper used can also significantly affect the printed color. For example, a printout on recycled paper can look duller than one on specially formulated glossy paper.

## CHOOSING A COLOR MATCHING METHOD

There is no one way to achieve a good match between the document displayed on your monitor, and its printed equivalent. There are many factors involved in achieving accurate and reproducible color.

However, the following guidelines may help in achieving good color output from your printer. There are several suggested methods, depending on the type of document you are printing.

### NOTE

**These suggestions are for guidance only. Your results may vary depending on the application from which you are printing. Some applications will override any color matching settings in the printer driver without warning.**

### RGB or CMYK?

The guidelines for choosing a color matching method makes distinctions between Red, Green, Blue (RGB) and Cyan, Magenta, Yellow, Black (CMYK).

Generally, most documents you print will be in RGB format. This is the most common, and, if you do not know your document's color mode, assume that it is RGB.

Typically CMYK documents are only supported in professional Desktop Publishing and Graphics applications.

### Matching Photographic Images

#### RGB only

Oki Color Matching (see page 178) is a generally a good choice. Select a matching method appropriate to your monitor.



## **RGB or CMYK**

If you are printing photographic images from a graphics application such as Adobe Photoshop, you may be able to use Soft-Proofing to simulate the printed image on your monitor. To do this, you can use the ICC-Profiles provided by Oki (see “Windows ICM color matching” on page 185), and then print using the ICC profiles as the Print Space (or Output space).

## **Matching Specific Colors (e.g., a Company logo)**

### **RGB only**

- Oki Color Matching (see page 178), and the sRGB setting: PCL or PS driver.
- PostScript Color Matching using the Absolute Colorimetric option (see page 180).
- Use the Color Swatch Utility to print out a chart of RGB swatches and enter your desired RGB values in your application's color picker—PS only (see page 177).

### **RGB or CMYK**

- If you are printing from a graphics application such as Adobe Photoshop, you may be able to use Soft-Proofing to simulate the printed image on your monitor. To do this, you can use the ICC-Profiles provided by Oki (see “Windows ICM color matching” on page 185), and then print using the ICC profiles as the Print Space (or Output space) (PS only).
- Alternatively, use PostScript Color Matching with the Absolute Colorimetric setting (see page 180).

## **Printing Vivid Colors**

### **RGB only**

- Use Oki Color Matching (see page 178), with the Monitor 6500k Vivid, sRGB or Digital Camera settings (PCL or PS).

### **RGB or CMYK**

- Use PostScript Color Matching (see page 180) with the Saturation option.

# COLOR MATCHING: PCL DRIVER

## Color Matching Options

The Color Matching options in the PCL driver can be used to help match your printed colors to the ones displayed on your monitor.

### NOTE

The PCL driver's color options are only designed to work with RGB data.

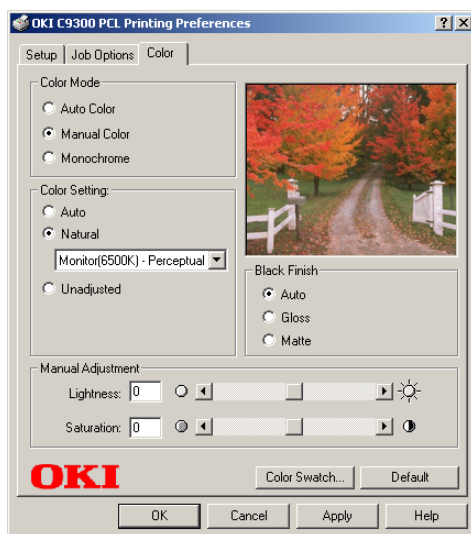
If you are printing CMYK data, we recommend you use the PostScript driver.

**To manually set the color matching options in the PCL driver:**

1. Click **Start** → **Settings** → **Printers**.
2. Right click the appropriate printer name and click **Printing Preferences**.
3. Click the **Color** tab.



- a. Click **Manual Color** under **Color Mode**, then click **Natural** under **Color Setting**.



4. Select the method you wish to use:

**Monitor (6500k) Perceptual**

Optimized for printing photographs when using a monitor with a color temperature of 6500K.

**Monitor (6500k) Vivid**

Optimized for printing bright colors when using a monitor with a color temperature of 6500K. Ideal for office graphics.

**Monitor (9300k)**

Optimized for printing photographs when using a monitor with a color temperature of 9300K.

**Digital Camera**

Optimized for printing photographs taken with a digital camera. This tends to produce prints with lighter and brighter colors. For some photographs, other settings may be better depending on the subjects and the conditions under which they were taken.

**sRGB**

Optimized for matching specific colors, such as a company logo color. The colors within the printer's color gamut are printed

without any modification, and only colors that fall outside the printable colors are modified.

5. Set any other required parameters using the on-line Help for guidance.
6. When you are done, click **OK** and close the Printing Preferences dialog box.

## **The Print Color Swatch Utility**

For use with applications which allow you to set your own RGB values for colors.

The Color Swatch utility prints out charts of sample colors. Listed below each color are the corresponding RGB (Red, Green, Blue) values to use in your application to match that printed color.

### **An example of using the Print Color Swatch function:**

You wish to print a logo in a particular shade of red. The steps you would follow are:

1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Printing Preferences**.
3. Click the **Color** tab.
4. Click the **Color Swatch** button to print the color swatch samples.
5. Select the shade of red that best suits your needs and make a note of the RGB value below that particular shade.
6. Using your program's color picker, enter these same RGB values (from step 5), and change the logo to that color.

### **NOTE**

**The RGB color displayed on your monitor may not necessarily match what was printed on the color swatch. If this is the case, it is probably due to the difference between how your monitor and printer reproduce color.**

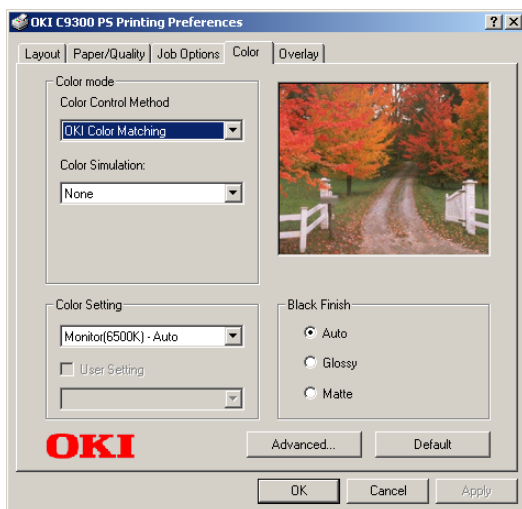
# COLOR MATCHING: POSTSCRIPT DRIVER

## Color Matching Options

The PostScript driver offers several different methods of controlling the color output of the printer.

### To manually set the color matching options in the PostScript driver:

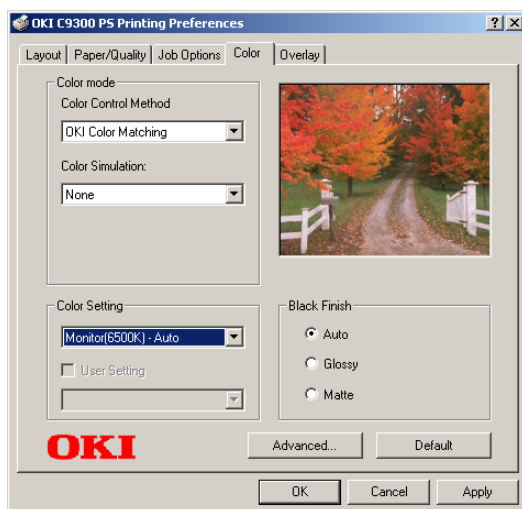
1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Printing Preferences**.
3. Click the **Color** tab.



4. Select the method to use from the **Color Control Method** drop-down list box under **Color Mode**:
  - a. **Color Control = OKI Color Matching**

This is OKI's proprietary color matching system, and affects *RGB data only*.

Select the type to be used from the drop-down list box under **Color Setting**:



- **Monitor (6500k) Perceptual**  
Optimized for printing photographs when using a monitor with a color temperature of 6500K.
- **Monitor (6500k) Vivid**  
Optimized for printing bright colors when using a monitor with a color temperature of 6500K. Ideal for office graphics and text.
- **Monitor (9300k)**  
Optimized for printing photographs when using a monitor with a color temperature of 6500K.
- **Digital Camera**  
Optimized for printing photographs taken with a digital camera. This tends to produce prints with lighter and brighter colors. For some photographs, other settings may be better depending on the subjects and the conditions under which they were taken.
- **sRGB**  
Optimized for matching specific colors, such as a company logo color.

The colors within the printer's color gamut are printed without any modification, and only colors that fall outside the printable colors are modified.

## b. Color Control = PostScript Color Matching

This uses PostScript Color Rendering Dictionaries built into the printer, and affects both RGB and CMYK data.

Select the rendering type from the **Rendering Intent** drop-down list box.



### • Rendering Intents

When a document is printed, a conversion takes place from the document's color space to the printer color space. The rendering intents are essentially a set of rules that determine how this color conversion takes place.

The rendering intents that the printer driver provides are listed below:

#### – *Auto*

Best choice for printing general documents.

#### – *Perceptual*

Best choice for printing photographs. Compresses the source gamut into the printer's gamut while maintaining the overall appearance of an image.



– *Saturation*

Best choice for printing bright and saturated colors if you don't necessarily care how accurate the colors are. This makes it the recommended choice for graphs, charts, diagrams etc. Maps fully saturated colors in the source gamut to fully saturated colors in the printer's gamut.

– *Relative Colorimetric*

Good for proofing CMYK color images on a desktop printer. Much like Absolute Colorimetric, except that it scales the source white to the (usually) paper white; i.e. unlike Absolute Colorimetric, this attempts to take the paper white into account.

– *Absolute Colorimetric*

Best for printing solid colors and tints, such as Company logos etc. Matches colors common to both devices exactly, and clips the out of gamut colors to their nearest printed equivalent. Tries to print white as it appears on screen. The white of a monitor is often very different from paper white, so this may result in color casts, especially in the lighter **areas of an image.**

**c. Color Control = Using ICC Profile**

This option provides a method of matching RGB colors similar to Windows ICM matching. See “OKI “Using ICC Profiles” feature: PostScript driver only” on page 182.

**d. Color Control = No Color Matching**

Use this option to switch off all printer color matching.

**e. Color Control = Print in Grayscale**

This option prints all documents as monochrome.

## OKI “USING ICC PROFILES” FEATURE: POSTSCRIPT DRIVER ONLY

- Affects **RGB data only**.

This provides a method of matching RGB colors similar to Windows ICM matching. The main advantage it has over Windows ICM color matching is that it provides a method of printing using both input and output profiles. Windows ICM matching only allows output profiles to be chosen.

**Input Profiles** (e.g., a digital camera) provide information about the color in the original device that was used to capture or display the image data. For example, an input device could be a scanner, digital camera, or monitor.

**Output Profiles** (e.g., the C9300 printer) provide information about the device to which you are printing.

The Using ICC Profiles feature uses both the input and output profiles to generate a CRD (Color Rendering Dictionary), which is used to match the colors as closely as possible.

### NOTE

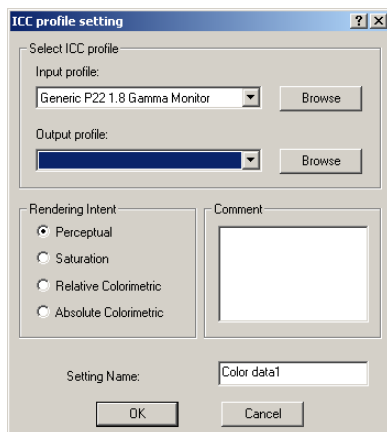
**This feature may not work for all application programs. However, many professional graphics applications offer a similar feature in their print settings, with the ability to choose a source (input) color space, and a print (output) color space**

## To set up ICC profiles:

1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Printing Preferences**.
3. Click the **Color** tab.
4. Under **Color mode**, select **Using ICC Profile** in the **Color Control Method** drop-down box.



5. Click the **New** button.



6. Select the **Input profile** and **Output profile** in the drop-down boxes under **Select ICC profile**.
7. Select the desired **Rendering Intent** and type in a name for the profile, then click **OK**. The new name will appear in the **Setting Name** drop-down box under **ICC Profile Setting**.
8. Repeat steps 5-7 for each ICC profile you wish to define.
9. Click **OK** and close the Printing Preferences dialog box.

## WINDOWS ICM COLOR MATCHING

- ICM is the color management system built into Windows.
- Affects **RGB data only**.
- Can be associated with either the PCL or PS driver.

Windows ICM uses ICC profiles for your monitor and printer; these profiles describe the colors that your device is capable of reproducing. ICC profiles can be associated with your printer via the **Color Management** tab of the printer driver.

Depending on how you have installed the printer driver, the color profiles may already be associated with the driver.

To associate ICC Color Profiles with the printer driver:

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File**, then **Properties**.
3. Click the **Color Management** tab.
4. Under “**Color Profiles currently associated with this printer**,” you should see the names of profiles that match your printer model. If you do not see any profiles associated with the driver, click “**Add...**” and locate the ICC profiles for your printer.

Windows ICM uses the information in these profiles to convert colors in your documents to colors that the printer can reproduce. The way in which this conversion is performed can be controlled via the ICM Intent control in the printer driver

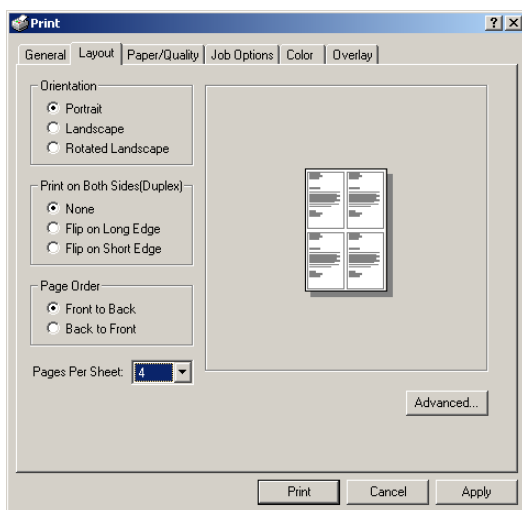
### NOTE

**Oki also provides an alternative to Windows ICM with the Color Match “Using ICC Profiles” feature. This is similar to Windows ICM, but offers several additional features.**

# PRINTING MULTIPLE PAGES ON ONE SHEET (N-UP PRINTING)

## N-Up printing using the PostScript driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PS driver on the **General** tab, then click the **Layout** tab.
3. Under **Pages Per Sheet**, select the required number of pages.

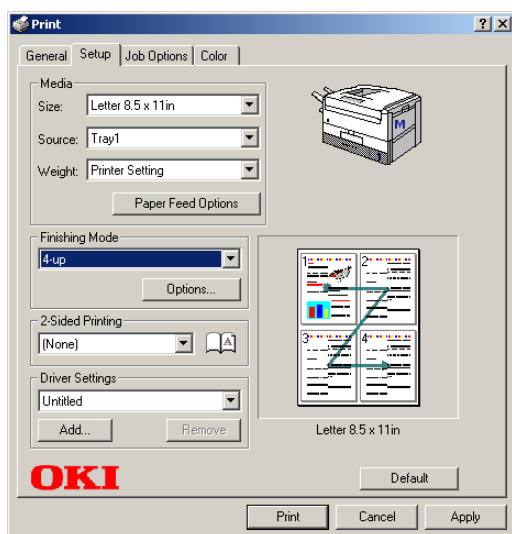


4. Click **Print**.

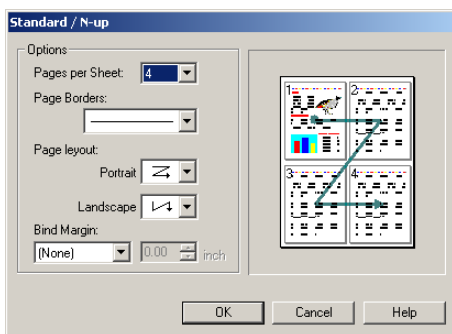
## N-Up printing using the PCL driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Setup** tab.

3. Under **Finishing Mode**, select the required number of pages per sheet.



4. Click **Options** and select the **Page Borders**, **Page Layout** and **Bind Margin**, then click **OK**.



5. Click **Print**.

## PRINTING CUSTOM PAGE SIZES

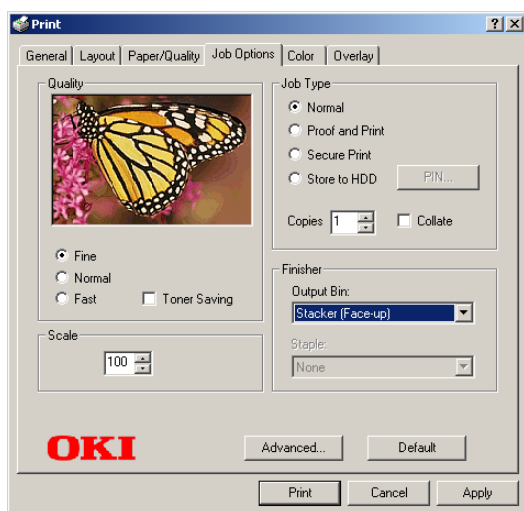
Custom page sizes can only be printed from the Multi-purpose tray. The printer media size for the Multi-purpose tray must be manually set in the driver to the custom paper size before use (range 3½ to 8½ inches [89 to 216 mm] wide x 5 to 14 inches [127 to 356 mm] long).

### Printing custom pages using the PostScript driver

#### NOTE

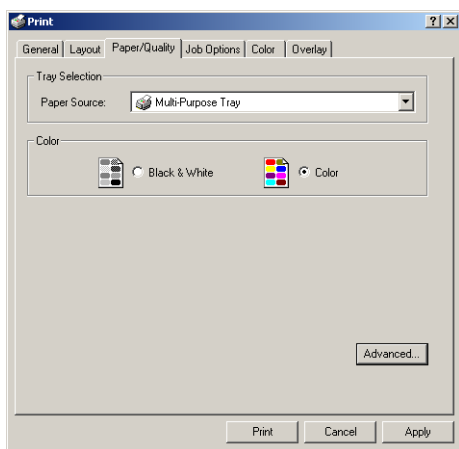
One custom paper size can be defined in the PostScript driver.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PS driver on the **General** tab, then click the **Job Options** tab.
3. Under **Finisher**, select **Stacker(Face-up)** in the **Output Bin** drop-down box.

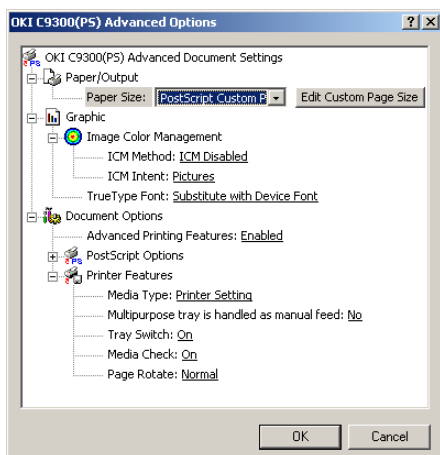




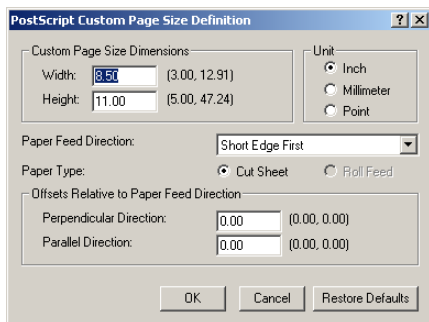
4. Click the **Paper/Quality** tab. Under **Tray Selection**, select **Multi-Purpose Tray** in the **Paper Source** drop-down box.



5. Click the **Advanced** button. Under **Paper/Output**, select **Postscript Custom Page Size** in the **Paper Size** drop-down box.



6. Click the **Edit Custom Page Size** button.

The image shows a 'PostScript Custom Page Size Definition' dialog box. It has a title bar with a question mark and a close button. The dialog is divided into several sections. The first section, 'Custom Page Size Dimensions', contains two input fields: 'Width' with the value '8.50' and '(3.00, 12.91)' next to it, and 'Height' with the value '11.00' and '(5.00, 47.24)' next to it. To the right of these is a 'Unit' section with three radio buttons: 'Inch' (selected), 'Millimeter', and 'Point'. Below this is a 'Paper Feed Direction' dropdown menu set to 'Short Edge First'. The next section is 'Paper Type' with two radio buttons: 'Cut Sheet' (selected) and 'Roll Feed'. The final section, 'Offsets Relative to Paper Feed Direction', contains two input fields: 'Perpendicular Direction' with the value '0.00' and '(0.00, 0.00)' next to it, and 'Parallel Direction' with the value '0.00' and '(0.00, 0.00)' next to it. At the bottom are three buttons: 'OK', 'Cancel', and 'Restore Defaults'.

7. Enter the width and height for the custom paper and select the **Paper Feed Direction**.

### NOTE

- **Long Edge First** = media feeds in long edge first
- **Short Edge First** = media feeds in short edge first
- **Long Edge First (flipped)** = Reserved for future use.
- **Short Edge First (flipped)** = Reserved for future use.

8. Click **OK** twice.

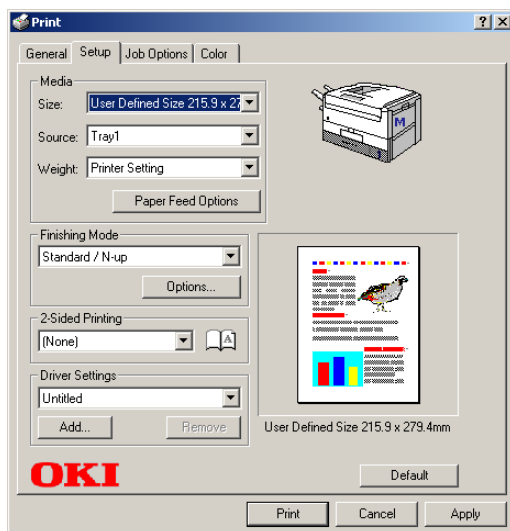
9. Click **Print**.

## Printing custom pages using the PCL driver

### NOTE

Up to 32 custom page sizes can be defined in the PCL driver.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Setup** tab.
1. Under **Media**, select **User Defined** in the **Size** drop-down box.

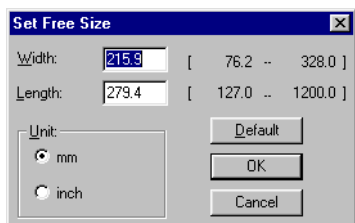


### NOTE

You may see a Warning dialog box indicating a conflict. If you do, click OK and the driver will automatically make the needed changes to correct for the conflict.

*The Set Free Size dialog box appears.*

2. Select the unit, then enter the width and length measurements and click **OK**.



3. Check that **User Defined** now appears in the **Size** box on the **Setup** tab.

## NOTE

To save the setting for future use:

- Click Paper Feed Options, then click Custom Size.
- Select the unit, then enter the relevant information for Width and Height and give your custom size a name under Name.
- Click Add.
- Click OK.

*The Custom Page Size is added to the bottom of the Paper Size list.*

4. Click **OK**.
5. Click **Print**.

# CHANGING THE RESOLUTION FOR A PRINT JOB

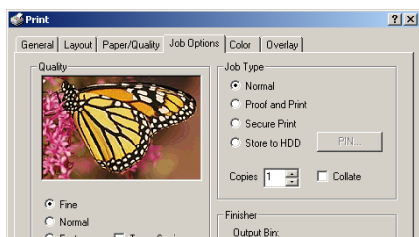
## NOTE

These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs (default settings):

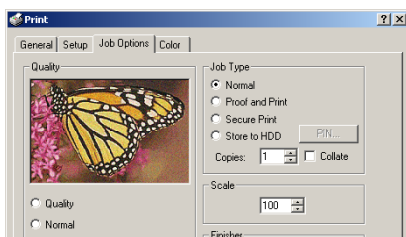
- Click **Start** → **Settings** → **Printers**.
- Right click the appropriate printer name, then select **Properties**.
- Follow steps 3, etc., below. Note that the **Properties** screen for setting defaults will have more tabs.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 driver on the **General** tab.
1. Click the **Job Options** tab.
2. Select the required printing resolution under **Quality**.

PostScript Driver



PCL Driver



3. Select **Toner Saving** if appropriate.
4. Click **Print**.

## DUPLEX PRINTING

### (PRINTING ON BOTH SIDES OF THE PAPER)

#### NOTE

The optional duplex unit must be installed in the printer and enabled before duplex printing can be carried out.

- Standard paper sizes only.
- Paper weight range 20 to 28 lb. US Bond (75 to 105 g/m<sup>2</sup>).
- Paper must be loaded print side *up*.
- Only Tray 1, optional Trays 2 and 3, and the High Capacity Feeder trays can be used for duplex printing. The Multi-purpose tray *cannot* be used for duplex printing.

#### NOTE

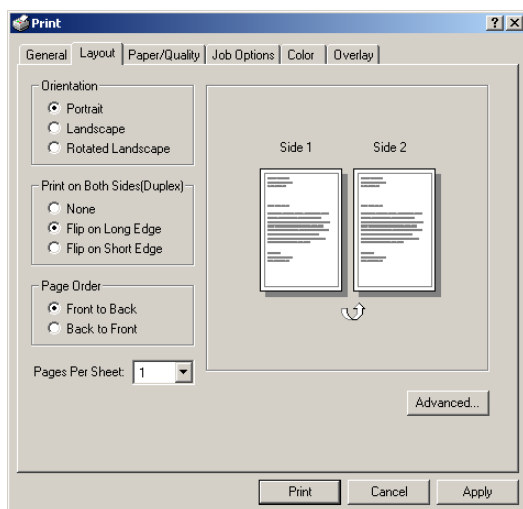
These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs:

- Click Start → Settings → Printers.
- Right click the appropriate printer name, then select Properties.
- Follow steps 3, etc., below. Note that the Properties screen for setting defaults will have more tabs.

### Duplex printing using the PostScript driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PS driver on the **General** tab, then click the **Layout** tab.

3. Under **Print on Both Sides(Duplex)** tab, select **Flip on Long Edge** or **Flip on Short Edge**.

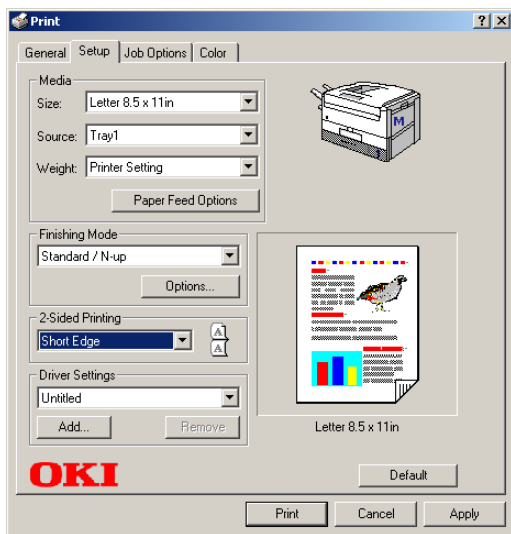


4. Click **Print**.

## Duplex printing using the PCL driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Setup** tab.

3. Under **2-Sided Printing**, select **Long Edge** or **Short Edge**.



4. Click **Print**.



## PRINTING BOOKLETS

### NOTES

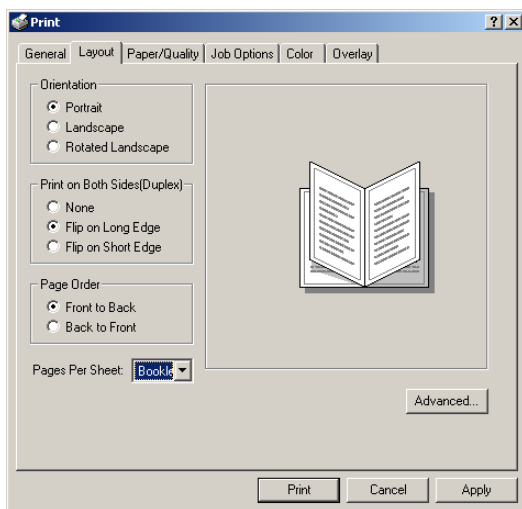
- You must have the duplex unit installed and enabled in order to print booklets.
- Not available on some network connections: see the Help file.
- Some software applications may not support booklet printing.
- The right-to-left setting allows a booklet to be printed for right to left reading, which is used in some languages.

## Printing booklets using the PostScript driver

### Important!

Booklet printing using the PostScript driver is restricted to 2 pages per sheet (e.g., print a 5½ x 8½ inch booklet on 8½ x 11 inch paper, or print an 8½ x 11 inch document on 11 x 17 inch paper).

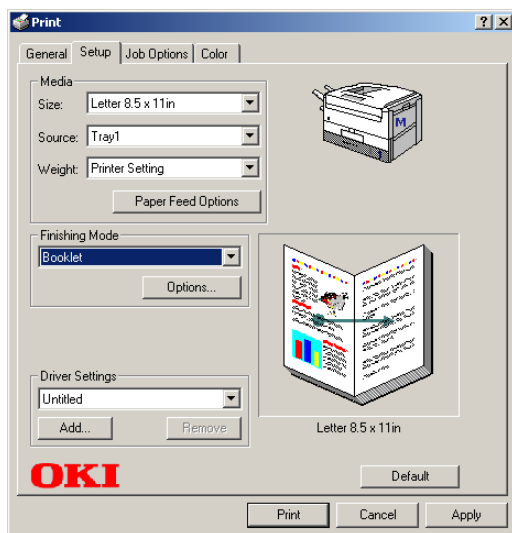
1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Layout** tab.
3. Under **Pages Per Sheet**, select **Booklet** in the drop-down list.



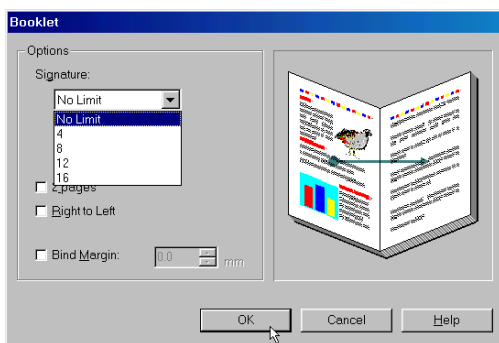
4. Click **Print**.

## Printing booklets using the PCL driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PS driver on the **General** tab, then click the **Setup** tab.
3. Under **Finishing Mode**, select **Booklet** in the drop-down box.



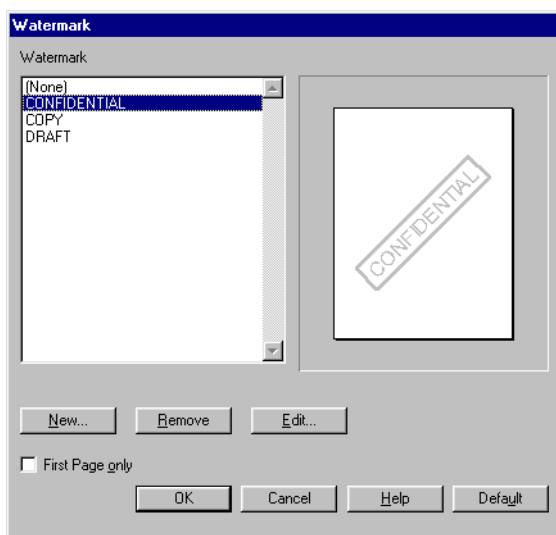
4. Click the **Options** button and set **Signature**, **2Pages**, **Right to Left** and **Bind Margin** as required, then click **OK**.



5. Click **Print**.

## PRINTING WATERMARKS: PCL DRIVER ONLY

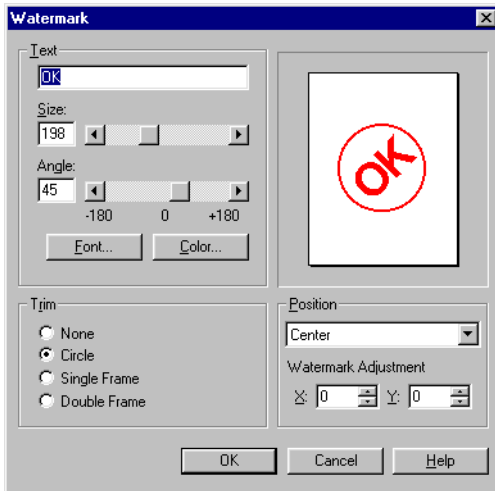
1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Job Options** tab.
3. Click the **Watermark** button.
4. Select a name from the **Watermark** list.



## NOTE

To create a new watermark or edit an existing watermark:

- Click the New or Edit button.



- Enter the text for the watermark and select the font, size, angle, etc., to be used.
- Click OK.  
*The new watermark appears in the Watermark list box.*

5. If you wish to print the watermark only on the first page of the document, select **First Page only**.
6. Click **OK**.
7. Click **Print**.

## COLLATING

Collating can be carried out with or without a hard disk drive installed. However, printers with a hard disk drive will provide greater performance.

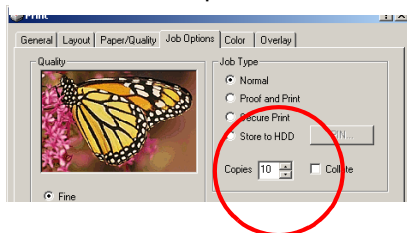
### Important

If your software application has a collate option, use it instead of the collate option in the printer driver.

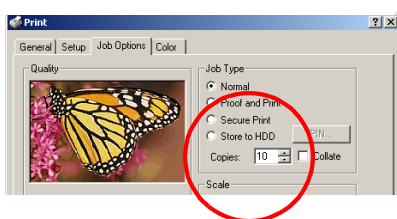
The following instructions explain how to select collating using the printer driver.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 driver on the **General** tab, then click the **Job Options** tab.
3. Under **Job Type**, enter the number of copies required and—*only if the application has no collate option*—select **Collate**.

PostScript Driver



PCL Driver



4. Click **Print**.

## PROOF AND PRINT

Proof and print allows printing of a single copy of a document for checking before printing multiple copies of the same document.

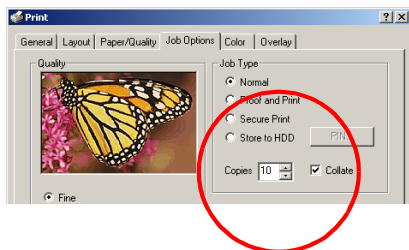
### NOTES

- The internal hard disk must be installed in the printer and enabled, to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy is printed.
- If the software application being used has a collate print option, it must be turned OFF for proof and print to operate correctly.
- Proof and print may not be available in some software applications.

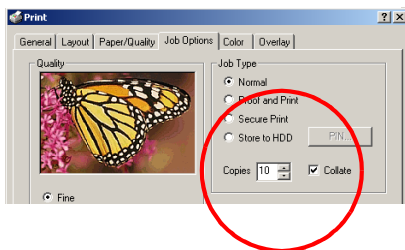
1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 driver on the **General** tab, then click the **Job Options** tab.

3. Enter the number of copies and, if required, select **Collate**.

PostScript Driver



PCL Driver



- a. Under **Job Type**, select **Proof and Print**.
- b. Enter a job name of up to 16 characters under **Job Name Setting** and, if required, select **Request Job Name for each print job**.



- c. Type in a four digit personal ID number from 0000 to 7777, then click **OK**.
4. Click **Print**. The document is stored on the hard disk drive, and one copy is printed for checking.
  5. After checking the proof, print or delete (if incorrect) the remaining copies of the document using the procedures given below.



## Printing copies

1. Press the MENU button to access the **PRINT JOBS MENU**, then press the SELECT button.
2. Enter your personal ID number using the buttons on the printer control panel.
3. Press the VALUE button until **ALL JOBS** or the required job name is displayed.
4. Press the SELECT button to print the remaining copies of the document.

## Deleting copies

If the proof is not ready for printing, the job must be deleted from the printer:

1. Press the MENU button to access the **PRINT JOBS MENU** and press the SELECT button.
2. Enter your personal ID number using the buttons on the printer control panel.
3. Press the VALUE button until **ALL JOBS** or the required job name is displayed.
4. Press the CANCEL button to delete the remaining copies of the document.
5. When the deletion confirmation message appears, confirm by pressing the SELECT button.

### NOTE

**An alternative method of printing or deleting the remaining copies of the document is to use the Oki Storage Device Manager. Please refer to the On-line help for Oki Storage Device Manager.**

## SECURE PRINTING (PRINTING CONFIDENTIAL DOCUMENTS)

Secure printing or printing with passwords allows the printing of confidential documents on printers that are shared with other users.

### NOTE

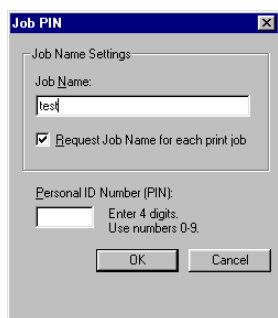
- The internal hard disk must be installed in the printer and enabled to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for secure printing to operate correctly.
- Secure printing may not be available in some software applications.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 driver on the **General** tab, then click the **Job Options** tab.
3. Under **Job Type**, select **Secure Print**.

### NOTE

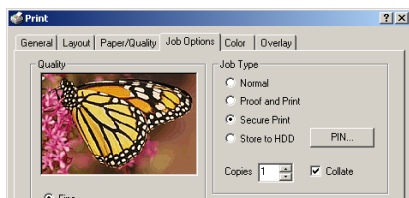
If you have already stored a Secure Print document on the hard disk drive and have not yet printed it, click the **PIN** button and enter a new name for the current document.

- a. Enter a job name of up to 16 characters under **Job Name** , and, if required, select **Request Job Name for each print job**.

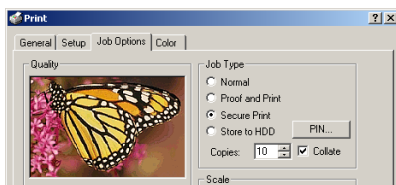


- b. Type in a four digit personal ID number from 0000 to 7777 , then click **OK**.

### PostScript Driver



### PCL Driver



4. Enter the number of copies and, if required, check the **Collate** box.
5. Click **Print**. The document will be stored on the printer's hard disk.
6. Go to the printer and print out the document using the front panel (see below).

## **Printing a confidential document from the front panel**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you set above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the SELECT button.  
*The document will print and be deleted from the hard disk drive.*

## **Deleting the confidential document before printing it**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you set above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the CANCEL button to delete the job from the printer.

### **NOTE**

**An alternative method of printing or deleting the remaining copies of the document is to use the Oki Storage Device Manager. Please refer to the On-line help for the Oki Storage Device Manager software.**

## STORE TO HARD DISK

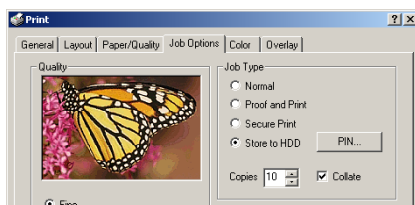
Store to Hard Disk (job spooling) allows print jobs to be prepared and stored on the hard disk for printing on demand. This is good for forms, generic memos, letterhead stationery, etc.

### NOTE

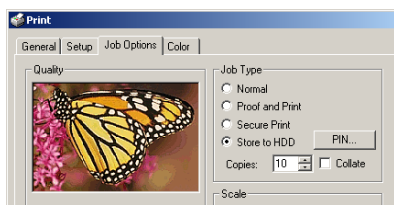
- The internal hard disk must be installed in the printer and enabled.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned **OFF** for Store to Hard Disk to operate correctly.
- Store to Hard Disk may not be available in some software applications.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the appropriate OKI C9x00 driver on the **General** tab, then click the **Job Options** tab.
3. Enter the number of required copies and, if required, check the **Collate** box, then select **Store to HDD**.

PostScript Driver



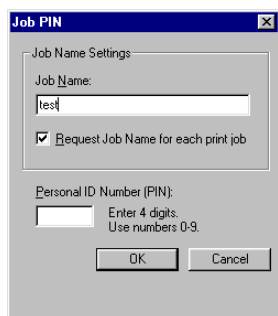
PCL Driver



### NOTE

If you've already stored a document on the hard disk drive and want to store another one, click the **PIN** button and enter a new **Job Name**.

- a. Enter a job name of up to 16 characters under **Job Name Setting** and, if required, select **Request Job Name for each print job**.



- b. Type a four digit personal ID number from 0000 to 7777, then click **OK**.
4. Click **Print**. The document will be stored on the hard disk and can then be printed on demand, or deleted, using the procedures given below.

### **To print the stored document**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you selected above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the SELECT button to print the document.

### **To delete a stored job from the hard disk drive**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you selected above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.

4. Press the CANCEL button to delete the remaining copies of the document.
5. When the deletion confirmation message appears, confirm by pressing the SELECT button.

#### **NOTE**

**An alternative method of printing or deleting the stored document is to use the Oki Storage Device Manager. Please refer to the On-line Help for the Oki Storage Device Manager software.**

# PRINTING OVERLAYS

## What are Overlays?

An Overlay can be a combination of graphics, fonts, or text that is stored in the printer's flash memory or on the hard disk (supplied on some models, optional on others), and printed whenever required. The result is similar to the Watermark feature, but with the ability to be much more elaborate.

Overlays can be useful for tasks such as printing letterheads, forms, or invoices, and should reduce the need for pre-printed stationery.

## An example of using Overlays:

Suppose that you have created and stored three files in the printer using the Storage Device Manager:

- the company logo
- the company address
- the company mission statement.

The Overlay feature allows these files to be incorporated into your document in various combinations, depending on your requirements.

## To create overlays:

1. Create the document that you wish to use for Overlay printing (e.g. a letterhead) and generate a PRN file (print file) using the printer driver.
2. Use the Storage Device Manager utility to convert this PRN file (print file) to a storable file format, and download it to the printer.



Once someone has set up all the necessary overlay files on the printer, other users only have to switch on the required settings in the printer driver to use the overlays.

### NOTE

- The internal hard disk must be installed in the printer to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for overlay to operate correctly.
- An overlay may consist of more than one component file.

## Creating documents to use as overlays

An overlay can be created in any software application that can handle logos, letterheads, forms, etc. and can print to a file.

### PCL Driver

To create a print (PRN) file:

1. With the file to be stored as an overlay open in your application program, choose **File** then **Print**.
2. Ensure that the "**Print To File**" option is switched on in your application's Print dialog box.
3. Depending on the application, you may need to select your OKI printer model, and then click **Properties...** This should open the printer driver settings.

### Important

Please ensure that you are using the Oki PCL driver to do this.

4. Choose all of the printer driver settings with which you would like your overlay to print.

5. Try to keep the overlay to a single sheet. Don't use N-up, duplex, finisher options, etc. when creating an overlay. These can be added when printing the document that includes the overlay.
6. Click **OK** to close the Properties dialog box.
7. Click **Print**.

Instead of sending the print job to the printer, this prompts you to save the print job on your PC's hard disk. Give the file a meaningful name such as "my template.prn".

## PostScript

1. With the file to be stored as an overlay open in your application program, choose **File** then **Print**.
2. Ensure that the **Print To File** option is switched on in your application's Print dialog box.
3. Depending on the application, you may need to select your OKI printer model, and then click **Properties...** This should open the printer driver settings.
4. Select the **Job Options** tab, and click the **Overlays...** button.
5. Choose **Create Form** from the menu.
6. Click **OK** to close the Properties dialog box.
7. Click **OK** to print the document to a file.

Instead of sending the print job to the printer, this prompts you to save the print job on your PC's hard disk. Give the file a meaningful name such as "my template.prn".

### Important

Please ensure that you are using the Oki PostScript driver to do this.

## Downloading the print file to use as an overlay

In the previous topic, you created a print (PRN) file on your PC's hard disk. This topic explains how download this file to the printer using the Storage Device Manager.

The Storage Device Manager software is included with the original software CDs that were supplied with your printer.

1. Launch Storage Device Manager and allow the program to discover (locate) the printer.
2. Click **Project** then **New Project**.
3. Select **Add File to Project** from the **Project** menu, and select the PRN file(s) that you created earlier.

**PCL:** This automatically generates a BIN file.

### **Important!**

At this step, you will see in the project window that the BIN file is assigned an ID number. You can change this ID number by double-clicking it, and entering a new one in the ID field.

**PostScript:** This automatically generates a PostScript hst file. Note the name that the file is assigned in the Storage Device Manager. *Names are case sensitive.*

### **NOTE**

**For PCL and PS: this is important because you need to use this ID number or name when creating overlays in the printer driver. Therefore, it is recommended you change the ID number or name from the default value and *note it for later use.***

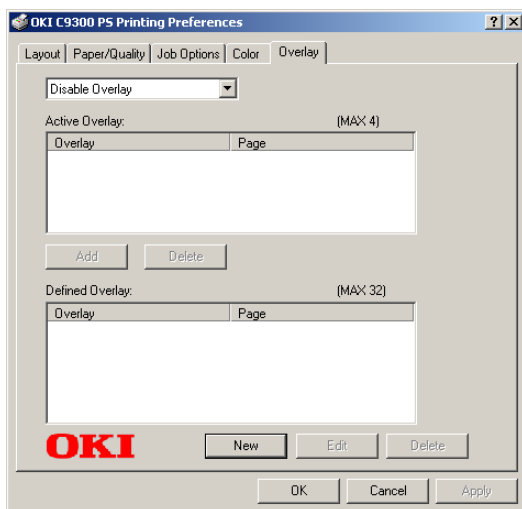
4. Make sure the printer being used is highlighted in the lower window of the Storage Device Manager.
5. Select the **Project** menu and then choose **Send Project Files to Printer**.

This downloads the file to the printer. The Storage Device Manager displays "Command Issued" to indicate that the file was downloaded successfully.

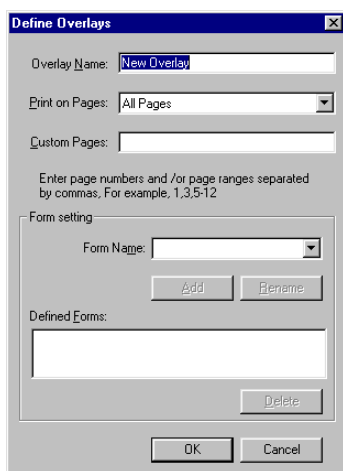
6. Close the Storage Device Manager.

## Defining Overlays: PostScript

1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Printing Preferences**.
3. Click the **Overlay** tab.
4. Click the **Overlay** button.



5. Click the **New** button.



6. Enter the file name of the overlay in the **Overlay Name** box, and select the pages on which it is to be printed.

### NOTE

The Overlay Name must be **EXACTLY** the same as the file name you made a noted of in the previous section. This is the name under which the file is stored on the printers' hard disk drive. It is case sensitive.

7. Enter or select a form name in the drop-down box under **Form setting**, then click **Add**.

Define Overlays

Overlay Name: Logo

Print on Pages: First Page

Custom Pages:

Enter page numbers and /or page ranges separated by commas. For example, 1,3,5-12

Form setting:

Form Name: Stationery

Add Rename

Defined Forms:

Stationery

Delete

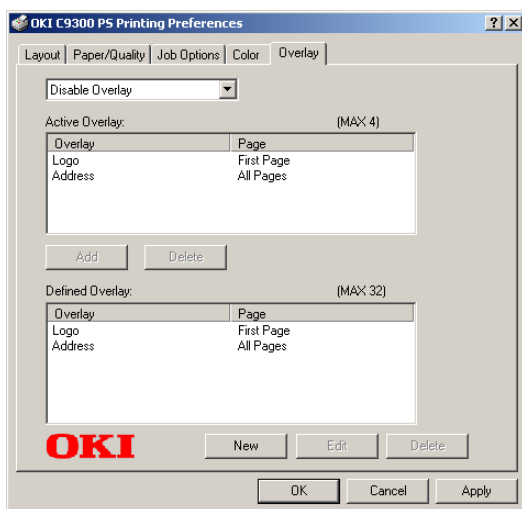
OK Cancel

### NOTE

The Form Name is a random name of your selection.

8. Click **OK**.
9. If required, continue to add files to the overlay by repeating steps 5 through 8.

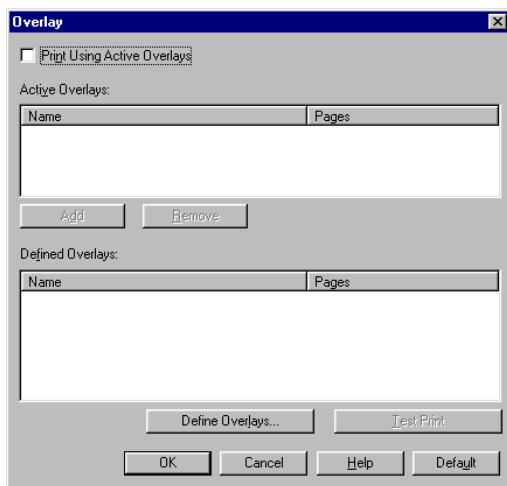
10. Highlight the overlay name(s) under **Defined Overlay** and click **Add** to add the overlay(s) to the list under Active Overlay (to select more than one overlay, hold the CTRL key while clicking on each name).



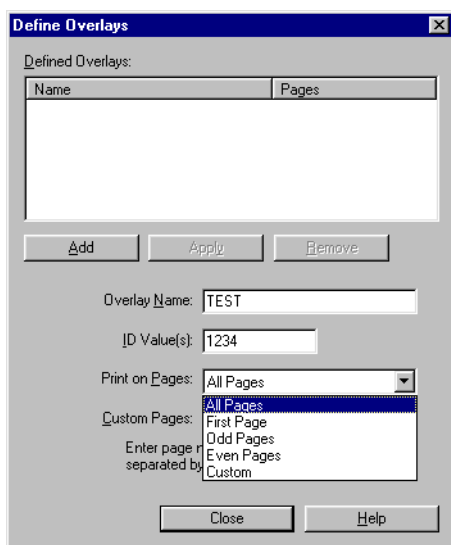
11. Select **Use Overlay** from the drop-down list at the top of the box, then click **OK**.
12. Click **OK** to close the Printing Preferences dialog box.

## Defining Overlays: PCL

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **Printing Preferences**.
3. Click the **Job Options** tab.
4. Click the **Overlay...** button.



5. To define an overlay, click the **Define Overlays** button.

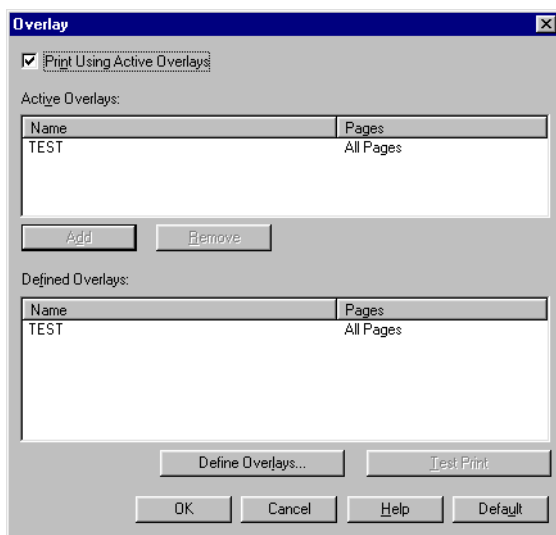


6. Enter the file name of the overlay in the **Overlay Name** box.

### NOTE

The **Overlay Name** must be **EXACTLY** the same as the file name you made a noted of in the **previous** section. This is the name under which the file is stored on the printer's hard disk drive. It is **case sensitive**.

7. Enter the ID of the file in **ID Values**. Please refer to the instructions for the Storage Device Manager utility.
8. Select which pages the overlay is to be printed on from **Print on Pages** or use **Custom Pages** to select specific page numbers in the document, then click **Add**.
9. Click **Close**.
10. Highlight the overlay name under **Defined Overlay** and click the **Add** button to add the overlay to the list in **Active Overlays**.
11. Select **Print Using Active Overlays**.



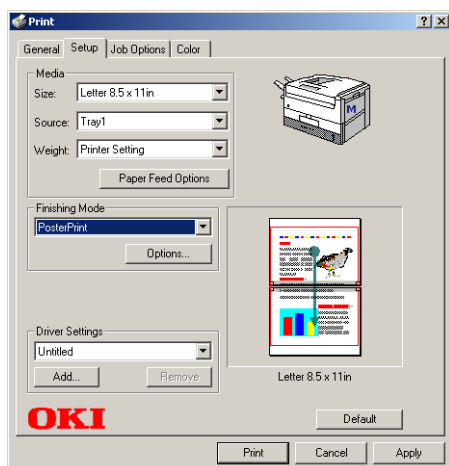
12. Click **OK**.
13. Click **OK** to close the Printing Preferences dialog box.



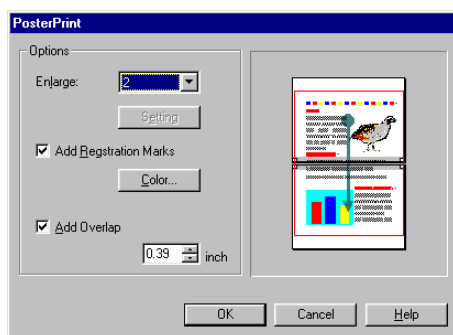
## PRINTING POSTERS: PCL DRIVER ONLY

This option allows you to configure and print posters by breaking up the document page into multiple pieces which print enlarged on separate sheets. Then the separate sheets are combined to produce a poster. It is only available with the PCL printer driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, click the OKI C9x00 PCL driver on the **General** tab, then click the **Setup** tab.
3. Under **Finishing Mode**, select **Poster Print**.



4. Click **Options...** and enter the configuration details



5. Click **OK**.
6. Click **Print**.

# Windows Me/98/95

## Printer Drivers

See your printed *Software Installation Guide* for information on installing printer drivers.

You can also go to <http://my.okidata.com> to view and/or download a copy of the *Software Installation Guide* or for the latest information on drivers for your printer.

### WHICH PRINTER DRIVER TO USE?

Your printer comes with Windows drivers for PCL and Adobe® PostScript® (PS). You can install either of these, or both if you wish. Which driver you choose depends on your application.

- If you use TrueType fonts and you do not print PostScript (including “.eps” files) graphics, choose the PCL driver. This will be more efficient and give good results.
- If you use PostScript fonts or you will be printing PostScript graphics, choose the PostScript driver. In this situation performance will be faster and graphics will be printed at their best quality.

#### NOTE

**The line art graphics in this manual are PostScript. So if you plan to print parts of this manual choose the PostScript driver. Otherwise the line art graphics will only print at low resolution.**

If neither driver seems to cover all your needs, you should install both drivers: select the same printer port (LPT1 or Network Port) for both drivers during the installation.

Set the driver you plan to use most of the time to be your Windows default driver. Most applications allow you to choose a different printer from within the print dialog, so you can print using the alternative driver whenever you need to.

## ENABLING INSTALLED OPTIONS IN THE DRIVERS

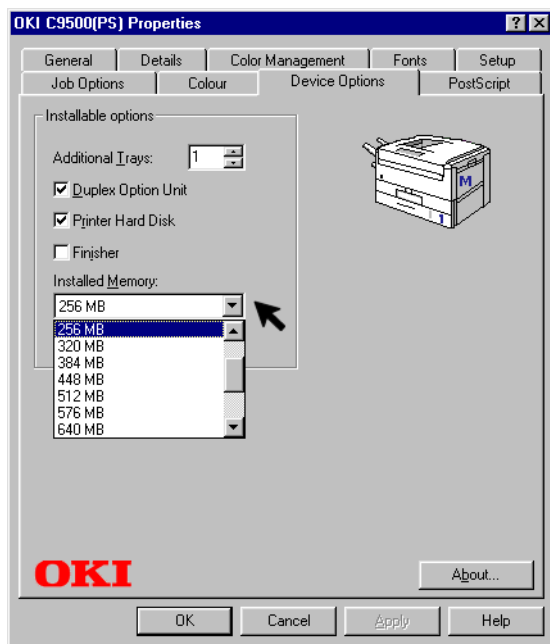
Certain options such as additional memory, the duplexer, or additional trays may be installed in your printer.

Before using the printer, you must enter the printer driver(s) and enable the options. You only need to do this once.

### For additional memory

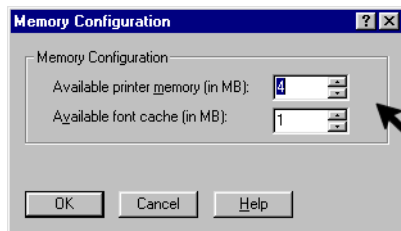
If you have additional memory in your printer, use these instructions to update the Windows PostScript driver so that it recognizes the additional memory:

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Options** tab.



4. Under **Installed Memory**, adjust the amount of memory to be the same as that now installed in the printer, as shown in the MenuMap (to generate a MenuMap printout, see "Printing the MenuMap" on page 33).

5. To specify usable printer memory size, click the **Memory...** button. The driver automatically adjusts font cache size according to the memory option selected under **Installed**.



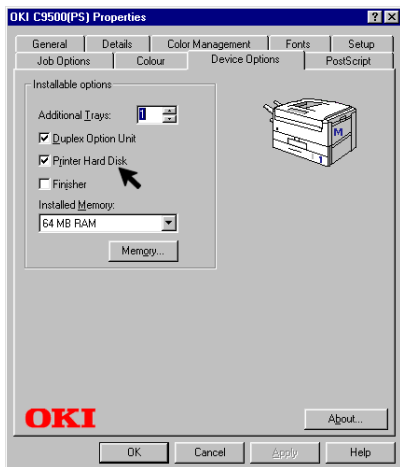
6. Click **OK** twice.

## For the internal hard disk drive

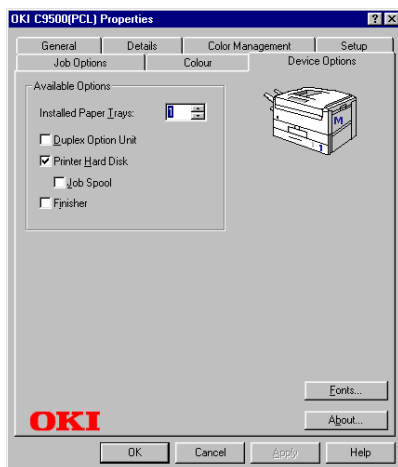
### PostScript or PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Options** tab, check **Printer Hard Disk**.

PostScript Driver



PCL Driver



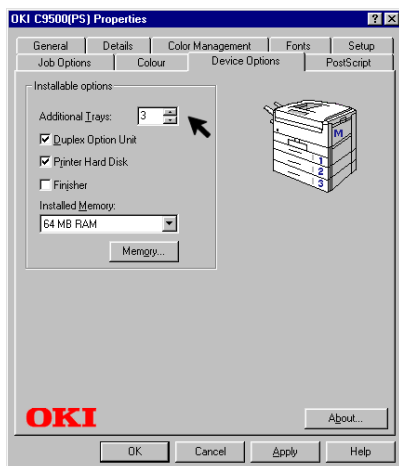
4. Click **OK**.

## For additional paper trays

### PostScript or PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Options** tab, select the number of trays installed (not including the Multi-purpose tray).

PostScript Driver



PCL Driver



4. Click **OK**.

## For the duplex unit

### PostScript or PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Options** tab, check **Duplex Option Unit**.

PostScript Driver



PCL Driver



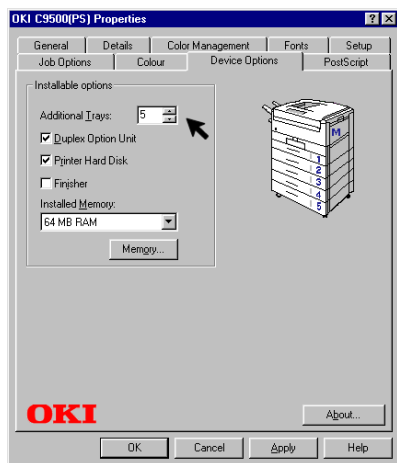
4. Click **OK**.

## For the high capacity feeder

### PostScript or PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Options** tab, select the number of trays installed.

PostScript Driver



PCL Driver



4. Click **OK**.



# CHANGING DEFAULTS FOR PAPER FEED, SIZE AND MEDIA IN THE DRIVER

The normal default for these items is automatic detection.

## NOTE

If the defaults set manually in the printer menu differ from those you set in the printer driver, the printer will not print and the LCD will display an error message.

The following printer driver instructions are given as a guide only. Some software applications require the paper feed, size and media settings to be selected from within the software (under Page Setup).

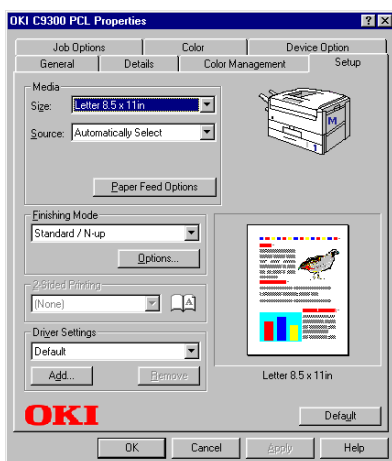
### PostScript and PCL drivers

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Setup** tab.

PostScript Driver



PCL Driver



4. Select the required paper size under **Size**.

5. Select the required paper feed under **Source**.

### NOTE

If a paper tray is selected the Type or Weight field becomes visible.

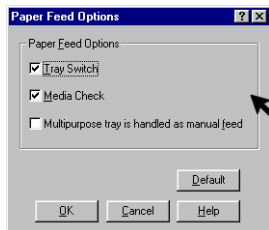
6. Select the required paper type under **Type** (PostScript) or **Weight** (PCL).

### NOTE

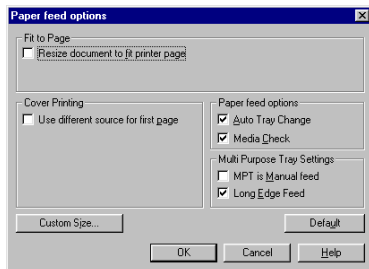
If Printer Setting is selected, make sure the printer has been set to the correct media type.

7. Click **Paper Feed Options** and make any other selections then click **OK**.

PostScript Driver



PCL Driver



8. Click **OK** to close the printer dialog box.

## Network Printer Status utility

- Available on TCP/IP network connection only.

The Network Printer Status utility is available if your administrator has installed it. If the utility is installed, you will see the following changes to the printer driver **Properties** dialog box:

- a new **Status** tab is added
- an **Option** button is added to the **Device Option** tab.

This utility allows you to view (but not change) the status of the following on the **Status** tab:

- paper trays installed and the media assigned to them.
- total size and percentage used of disk/memory.
- percentage of toner remaining.

### Important!

If you select **Automatic Status Update** in the **Status** tab, the driver will automatically ping the printer for the latest status information every time you open the **Properties** dialog box. This causes a significant delay until the Properties box opens. To avoid this, use the **Update Status** button in the **Status** tab to manually update the information on demand.

# Windows Me/98/95

## Operation

This section explains how to set up color printing and how to use the printer's features including:

- N-up printing (see page 249)
- Custom page sizes (see page 251)
- Selecting print resolution (see page 255)
- Duplex printing (see page 256)
- Watermarks (see page 260)
- Collating (see page 262)
- Font substitution (see page 263)
- Proof and Print (see page 264)
- Secure print: printing confidential documents (see page 267)
- Storing files to the hard disk drive (see page 270)
- Using overlays (see page 273)
- Printing posters (see page 282)

### NOTE

**Most applications allow the printer properties to be accessed from within the document print dialog box.**

## FACTORS THAT AFFECT COLOR PRINTING

The PCL and PostScript printer drivers supplied with your printer provide several controls for changing the color output. For general use the default driver settings produce good results for most documents.

Many applications have their own color settings, and these may override the settings in the printer driver. Please refer to the documentation for your software application for details on how that particular program's color management functions.

If you wish to manually adjust the color settings in your printer driver, please be aware that *color reproduction is a complex topic, and there are many factors to take into consideration*. Some of the most important factors are listed below.

### **Differences between the range of colors a monitor or printer can reproduce**

- Neither a printer nor a monitor is capable of reproducing the full range of colors visible to the human eye. Each device is restricted to a certain range of colors. In addition to this, a printer cannot reproduce all of the colors displayed on a monitor, and vice versa.
- Both devices use very different technologies to represent color. A monitor uses Red, Green and Blue (RGB) phosphors (or LCDs), a printer uses Cyan, Yellow, Magenta and Black (CMYK) toner or ink.
- A monitor can display very vivid colors such as intense reds and blues and these cannot be easily produced on any printer using toner or ink. Similarly, there are certain colors, (some yellows for example), that can be printed, but cannot be displayed accurately on a monitor. This disparity between monitors and printers is often the main reason that printed colors do not match the colors displayed on screen.

## Viewing conditions

A document can look very different under various lighting conditions. For example, the colors may look different when viewed standing next to a sunlit window, compared to how they look under standard office fluorescent lighting.

## Printer driver color settings

The driver settings for Manual color can change the appearance of a document. There are several options available to help match the printed colors with those displayed on screen. These options are explained in subsequent sections of this User Manual.

## Monitor settings

The brightness and contrast controls on your monitor can change how your document looks on-screen. Additionally, your monitor color temperature influences how "warm" or "cool" the colors look.

### NOTE

**Several of the Color Matching options make reference to your monitor's Color Temperature. Many modern monitors allow the color temperature to be adjusted using the monitor's control panel.**

There are several settings found on a typical monitor:

- **5000k\***  
Warmest; yellowish lighting, typically used in graphics arts environments.
- **6500k**  
Cooler; approximates daylight conditions.
- **9300k**  
Cool; the default setting for many monitors and television sets.

\*k = degrees Kelvin, a measurement of temperature

## **How your software application displays color**

Some graphics applications such as CorelDRAW® or Adobe® Photoshop® may display color differently from "office" applications such as Microsoft® Word. Please see your application's online help or user manual for more information.

## **Paper type**

The type of paper used can also significantly affect the printed color. For example, a printout on recycled paper can look duller than one on specially formulated glossy paper.

## CHOOSING A COLOR MATCHING METHOD

There is no one way to achieve a good match between the document displayed on your monitor, and its printed equivalent. There are many factors involved in achieving accurate and reproducible color.

However, the following guidelines may help in achieving good color output from your printer. There are several suggested methods, depending on the type of document you are printing.

### NOTE

**These suggestions are for guidance only. Your results may vary depending on the application from which you are printing. Some applications will override any color matching settings in the printer driver without warning.**

### RGB or CMYK?

The guidelines for choosing a color matching method makes distinctions between Red, Green, Blue (RGB) and Cyan, Magenta, Yellow, Black (CMYK).

Generally, most documents you print will be in RGB format. This is the most common, and, if you do not know your document's color mode, assume that it is RGB.

Typically CMYK documents are only supported in professional Desktop Publishing and Graphics applications.

### Matching Photographic Images

#### RGB only

Oki Color Matching (see page 243) is a generally a good choice. Select a matching method appropriate to your monitor.



## **RGB or CMYK**

If you are printing photographic images from a graphics application such as Adobe Photoshop, you may be able to use Soft-Proofing to simulate the printed image on your monitor. To do this, you can use the ICC-Profiles provided by Oki (see “Windows ICM color matching” on page 247), and then print using the ICC profiles as the Print Space (or Output space).

## **Matching Specific Colors (e.g., a Company logo)**

### **RGB only**

- Oki Color Matching (see page 243), and the sRGB setting: PCL or PS driver.
- PostScript Color Matching using the Absolute Colorimetric option (see page 245).
- Use the Color Swatch Utility to print out a chart of RGB swatches and enter your desired RGB values in your application's color picker—PS only (see page 241).

### **RGB or CMYK**

- If you are printing from a graphics application such as Adobe Photoshop, you may be able to use Soft-Proofing to simulate the printed image on your monitor. To do this, you can use the ICC-Profiles provided by Oki (see “Windows ICM color matching” on page 247), and then print using the ICC profiles as the Print Space (or Output space) (PS only).
- Alternatively, use PostScript Color Matching with the Absolute Colorimetric setting (see page 245).

## **Printing Vivid Colors**

### **RGB only**

- Use Oki Color Matching (see page 243), with the Monitor 6500k Vivid, sRGB or Digital Camera settings (PCL or PS).

### **RGB or CMYK**

- Use PostScript Color Matching (see page 245) with the Saturation option.

# COLOR MATCHING: PCL DRIVER

## Color Matching Options

The Color Matching options in the PCL driver can be used to help match your printed colors to the ones displayed on your monitor.

### NOTE

The PCL driver's color options are only designed to work with RGB data.

If you are printing CMYK data, we recommend you use the PostScript driver.

**To manually set the color matching options in the PCL driver:**

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the appropriate printer name and click **File**, then **Properties**.
3. Click the **Color** tab.



- a. Click **Manual Color** under **Color Mode**, then click **Natural** under **Color Setting**.



4. Select the method you wish to use:

**Monitor (6500K) Perceptual**

Optimized for printing photographs when using a monitor with a color temperature of 6500K.

**Monitor (6500K) Vivid**

Optimized for printing bright colors when using a monitor with a color temperature of 6500K. Ideal for office graphics.

**Monitor (9300K)**

Optimized for printing photographs when using a monitor with a color temperature of 9300K.

**Digital Camera**

Optimized for printing photographs taken with a digital camera. This tends to produce prints with lighter and brighter colors. For some photographs, other settings may be better depending on the subjects and the conditions under which they were taken.

**sRGB**

Optimized for matching specific colors, such as a company logo color. The colors within the printer's color gamut are printed

without any modification, and only colors that fall outside the printable colors are modified.

5. Set any other required parameters using the on-line Help for guidance.
6. When you are done, click **OK** to close the Properties dialog box.

## **The Print Color Swatch Utility**

For use with applications which allow you to set your own RGB values for colors.

The Color Swatch utility prints out charts of sample colors. Listed below each color are the corresponding RGB (Red, Green, Blue) values to use in your application to match that printed color.

### **An example of using the Print Color Swatch function:**

You wish to print a logo in a particular shade of red. The steps you would follow are:

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File**, then **Properties**.
3. Click the **Color** tab.
4. Click **Color Swatch** to print the color swatch samples.
5. Select the shade of red that best suits your needs and make a note of the RGB value below that particular shade.
6. Using your program's color picker, enter these same RGB values (from step 5), and change the logo to that color.

### **NOTE**

**The RGB color displayed on your monitor may not necessarily match what was printed on the color swatch. If this is the case, it is probably due to the difference between how your monitor and printer reproduce color.**

# COLOR MATCHING: POSTSCRIPT DRIVER

## Color Matching Options

The PostScript driver offers several different methods of controlling the color output of the printer.

Some of the color matching options only work on certain types of data. The table below summarizes the various color-matching options available in the PostScript driver, and what types of data they affect.

| Color Matching Option             | RGB data | CMYK data |
|-----------------------------------|----------|-----------|
| Oki Color Matching                | Yes      | No        |
| PostScript Color Matching         | Yes      | Yes       |
| Windows ICM Matching <sup>a</sup> | Yes      | No        |
| Using ICC Profiles                | Yes      | No        |

a. Not Windows NT 4.0

**To manually set the color matching options in the PostScript driver:**

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** → **Properties**.
3. Click the **Color** tab.



4. Select the method to use from the **Color Control** drop-down list box under **Color Mode**:

**a. Color Control = OKI Color Matching**

This is OKI's proprietary color matching system, and affects *RGB data only*.

Select the type to be used from the drop-down list box under **Color Setting** :



- **Monitor (6500K) Perceptual**  
Optimized for printing photographs when using a monitor with a color temperature of 6500K.
- **Monitor (6500K) Vivid**  
Optimized for printing bright colors when using a monitor with a color temperature of 6500K. Ideal for office graphics and text.
- **Monitor (9300K)**  
Optimized for printing photographs when using a monitor with a color temperature of 6500K..
- **Digital Camera**  
Optimized for printing photographs taken with a digital camera. This tends to produce prints with lighter and brighter colors. For some photographs, other settings may be better depending on the subjects and the conditions under which they were taken.

- **sRGB**

Optimized for matching specific colors, such as a company logo color.

The colors within the printer's color gamut are printed without any modification, and only colors that fall outside the printable colors are modified.



## b. Color Control = PostScript Color Matching

This uses PostScript Color Rendering Dictionaries built into the printer, and affects both RGB and CMYK data.

Select the rendering type from the **Rendering Intent** drop-down list box.



- **Rendering Intents**

When a document is printed, a conversion takes place from the document's color space to the printer color space. The rendering intents are essentially a set of rules that determine how this color conversion takes place.

The rendering intents that the printer driver provides are listed below:

- *Auto*

Best choice for printing general documents.

- *Perceptual*

Best choice for printing photographs. Compresses the source gamut into the printer's gamut while maintaining the overall appearance of an image. This may change the overall appearance of an image as all the colors are shifted together.

– *Saturation*

Best choice for printing bright and saturated colors if you don't necessarily care how accurate the colors are. This makes it the recommended choice for graphs, charts, diagrams etc. Maps fully saturated colors in the source gamut to fully saturated colors in the printer's gamut.

– *Relative Colorimetric*

Good for proofing CMYK color images on a desktop printer. Much like Absolute Colorimetric, except that it scales the source white to the (usually) paper white; i.e. unlike Absolute Colorimetric, this attempts to take the paper white into account.

– *Absolute Colorimetric*

Best for printing solid colors and tints, such as Company logos etc. Matches colors common to both devices exactly, and clips the out of gamut colors to their nearest printed equivalent. Tries to print white as it appears on screen. The white of a monitor is often very different from paper white, so this may result in color casts, especially in the lighter areas of an image.

**c. Color Control = Windows ICM**

This is the color management system built into Windows. See “Windows ICM color matching” on page 247.

**d. Color Control = Using ICC Profiles**

This option provides a method of matching RGB colors similar to Windows ICM matching. See “OKI “Using ICC Profiles” feature” on page 248.

**e. Color Control = No Color Matching**

Use this option to switch off all printer color matching.

**f. Color Control = Print in greyscale**

This option prints all documents as monochrome.

## WINDOWS ICM COLOR MATCHING

- ICM is the color management system built into Windows.
- Affects **RGB data only**.
- Can be associated with either the PCL or PS driver.

Windows ICM uses ICC profiles for your monitor and printer; these profiles describe the colors that your device is capable of reproducing. ICC profiles can be associated with your printer via the **Color Management** tab of the printer driver.

Depending on how you have installed the printer driver, the color profiles may already be associated with the driver.

To associate ICC Color Profiles with the printer driver:

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File**, then **Properties**.
3. Click the **Color Management** tab.
4. Under “**Color Profiles currently associated with this printer**” you should see the names of profiles that match your printer model. If you do not see any profiles associated with the driver, click “**Add...**” and locate the ICC profiles for your printer.

Windows ICM uses the information in these profiles to convert colors in your documents to colors that the printer can reproduce. The way in which this conversion is performed can be controlled via the ICM Intent control in the printer driver

### NOTE

**Oki also provides an alternative to Windows ICM with the Color Match “Using ICC Profiles” feature. This is similar to Windows ICM, but offers several additional features.**

## OKI “USING ICC PROFILES” FEATURE

- Affects **RGB data only**.

This provides a method of matching RGB colors similar to Windows ICM matching. The main advantage it has over Windows ICM color matching is that it provides a method of printing using both input and output profiles. Windows ICM matching only allows output profiles to be chosen.

**Input Profiles** (e.g., a digital camera) provide information about the color in the original device that was used to capture or display the image data. For example, an input device could be a scanner, digital camera, or monitor.

**Output Profiles** (e.g., the C9300 printer) provide information about the device to which you are printing.

The Using ICC Profiles feature uses both the input and output profiles to generate a CRD (Color Rendering Dictionary), which is used to match the colors as closely as possible.

### NOTE

**This feature may not work for all application programs. However, many professional graphics applications offer a similar feature in their print settings, with the ability to choose a source (input) color space, and a print (output) color space**

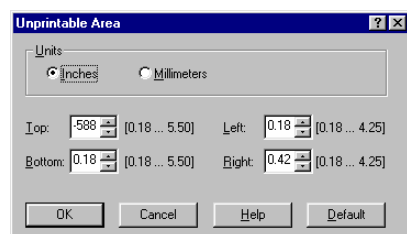
# PRINTING MULTIPLE PAGES ON ONE SHEET (N-UP PRINTING)

## N-Up printing using the PostScript driver

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 PS driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Setup** tab, under **N-up**, select the required number of pages per sheet.



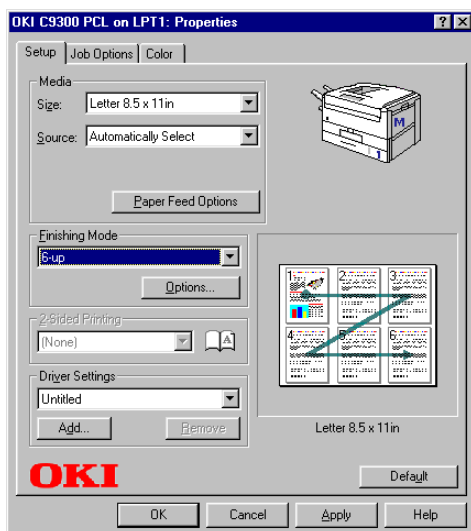
4. Click **Unprintable Area** and set the margin parameters, then click **OK**.



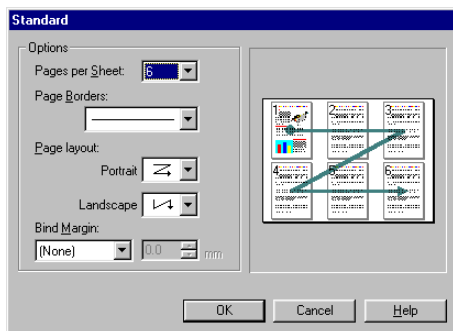
5. Click **OK** to close the Properties dialog box.
6. Print the document.

## N-Up printing using the PCL driver

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 PCL driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Setup** tab, under **Finishing Mode**, select the required number of pages per sheet.



4. Click **Options** and select the page borders and layout, then click **OK**.



5. Click **OK** to close the Properties dialog box.
6. Print the document.

## PRINTING CUSTOM PAGE SIZES

Custom page sizes can only be printed from the Multi-purpose tray. The printer media size for the Multi-purpose tray must be manually set in the driver to the custom paper size before use (range 3½ to 8½ inches [89 to 216 mm] wide x 5 to 14 inches [127 to 356 mm] long).

### Printing custom pages using the PostScript driver

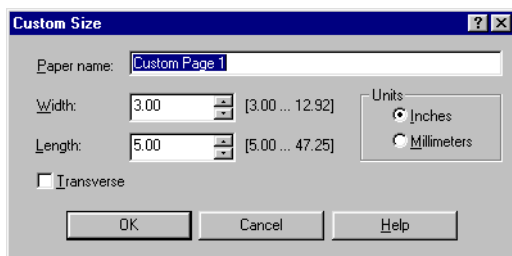
#### NOTE

A maximum of three custom paper sizes can be defined in the PostScript driver.

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 PS driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. Click the **Setup** tab, then select **Custom Page 1**, **Custom Page 2** or **Custom Page 3** in the **Size** drop-down list under **Media**.



4. Click **Custom Size**.



5. Type in the name you wish to use for the custom paper size in the **Paper name** box. Enter the width and length for the custom paper and select **Transverse** if you wish to rotate the image by 90 degrees.
6. Click **OK**.
7. Check that the name of the custom paper size appears in the **Size** box.
8. Click **OK** to close the Properties dialog box.
9. Print the document.

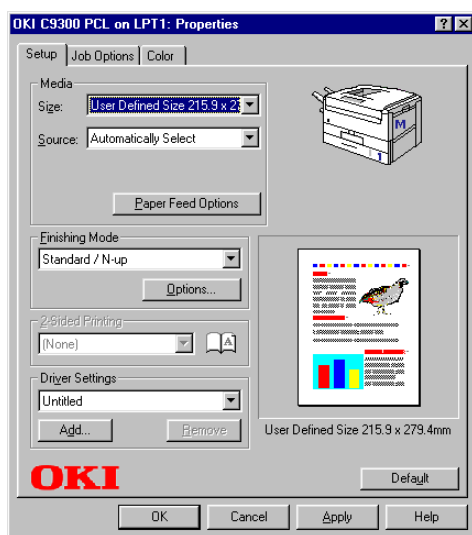


## Printing custom pages using the PCL driver

### NOTE

Up to 32 custom page sizes can be defined in the PCL driver.

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 PCL driver, then click **Properties** (or **Setup**, or your application's equivalent).
1. Click the **Setup** tab, then select **User Defined**, in the **Size** box under **Media**.

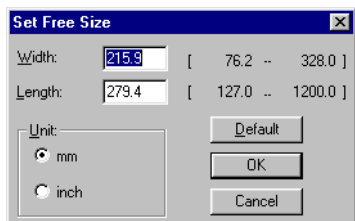


### NOTE

You may see a Warning dialog box indicating a conflict. If you do, click OK and the driver will automatically make the needed changes to correct for the conflict.

*The Set Free Size dialog box appears.*

2. Enter the width and length measurements then click **OK**.



3. Check that **User Defined** now appears in the **Size** box on the **Setup** tab..

## NOTE

To save the setting for future use:

- Click Paper Feed Options, then click Custom Size.
- Enter the relevant information in Width and Height and give your document size a name under Name.
- Click Add.
- Click OK twice.

4. Click **OK**.  
*The Custom Page Size is added to the bottom of the Paper Size list.*
5. Click **OK** to close the Properties dialog box
6. Print the document.

# CHANGING THE RESOLUTION FOR A PRINT JOB

## NOTE

These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs (default settings):

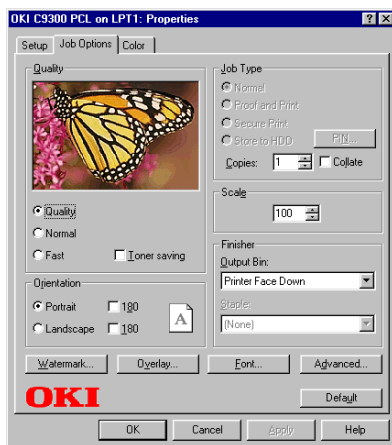
- Click **Start** → **Settings** → **Printers**.
- Right click the appropriate printer name. then select **Properties**.
- Follow steps 3, etc., below: note that the **Properties** screen for setting defaults will have more tabs.

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 driver, then click **Properties** (or **Setup**, or your application's equivalent).
1. Click the **Job Options** tab.
2. Select the required printing resolution under **Quality**.

PostScript Driver



PCL Driver



3. Select **Toner Saving** if appropriate.
4. Click **OK** to close the Properties dialog box.
5. Print the document.

## DUPLEX PRINTING

### (PRINTING ON BOTH SIDES OF THE PAPER)

#### NOTE

The optional duplex unit must be installed in the printer and enabled before duplex printing can be carried out.

- Standard paper sizes only.
- Paper weight range 20 to 28 lb. US Bond (75 to 105 g/m<sup>2</sup>).
- Paper must be loaded print side *up*.
- Only Tray 1, optional Trays 2 and 3, and the High Capacity Feeder trays can be used for duplex printing. The MP tray *cannot* be used for duplex printing.

#### NOTE

These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs:

- Click Start → Settings → Printers.
- Right click the appropriate printer name, then select Properties.
- Follow steps 3, etc., below. Note that the Properties screen for setting defaults will have more tabs.

To print a document on both sides of the paper:

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 driver, then click **Properties** (or **Setup**, or your application's equivalent).

1. On the **Setup** tab, from **2-sided Printing** select **Long Edge binding** or **Short Edge binding**.

PostScript Driver



PCL Driver



2. Click **OK** to close the Properties dialog box.
3. Print the document.

## PRINTING BOOKLETS: PCL ONLY, WINDOWS Me ONLY

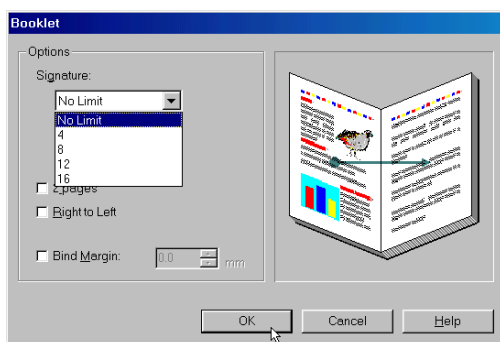
### NOTES

- Available only in the Windows Me Operating System (not available for Windows 98 or 95).
- Available in the PCL printer driver only (but not on some network connections; see the Help file).
- Some software applications may not support booklet printing.
- The right-to-left setting allows a booklet to be printed for right to left reading, which is used in some languages.

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 PCL driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Setup** tab, under **Finishing Mode**, select **Booklet** in the drop-down box.



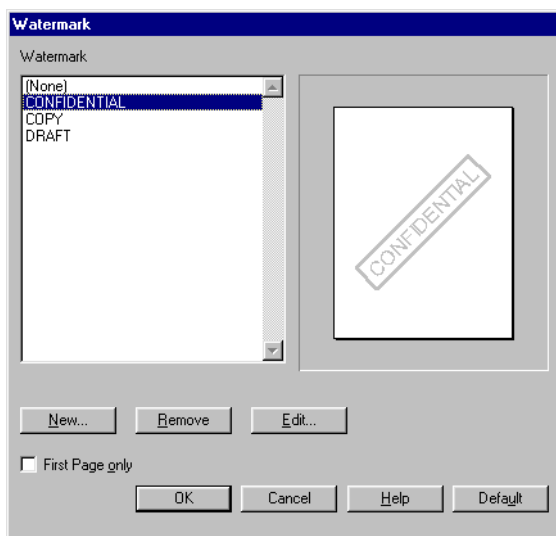
4. Click **Options** and set **Signature**, **2Pages**, **Right to Left** and **Bind Margin** as required, then click **OK**.



5. Click **OK** to close the Properties dialog box.
6. Print the document.

## PRINTING WATERMARKS

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 PCL driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. Click the **Job Options** tab, then click **Watermark**.  
*The Watermark dialog box appears.*
4. Select a name from the **Watermark** list.

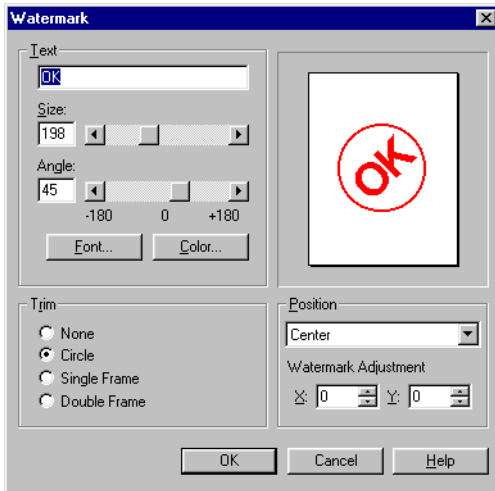




## NOTE

To create a new watermark or edit an existing watermark:

- Click the New or Edit button.



- Enter the text for the watermark and select the font, size, angle, etc., to be used.
- Click **OK**.

5. If you wish to print the watermark only on the first page of the document, select **First Page only**.
6. Click **OK**.
7. Click **OK** to close the Properties dialog box.
8. Print the document.

## COLLATING

Collating can be carried out with or without a hard disk drive installed. However, printers with a hard disk drive will provide greater performance.

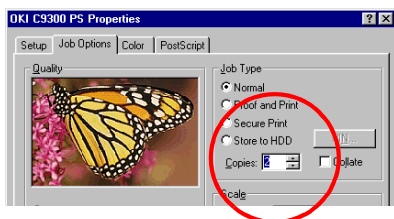
### Important

If your software application has a collate option, use it instead of the collate option in the printer driver.

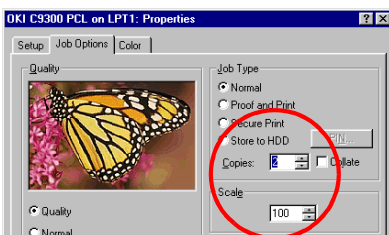
The following instructions explain how to select collating using the printer driver.

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. Click the **Job Options** tab: under **Job Type**, enter the number of copies required and—*only if the application has no collate option*—select **Collate**.

PostScript Driver



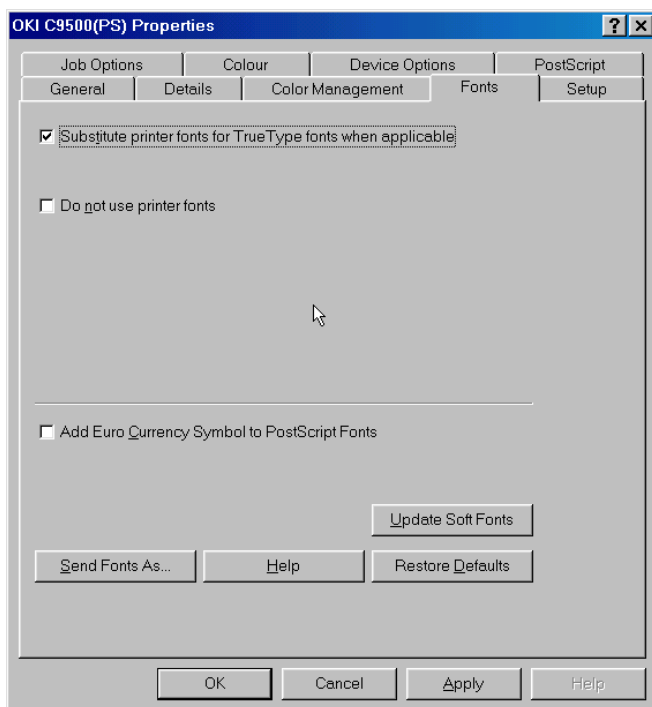
PCL Driver



4. Click **OK** to close the Properties dialog box.
5. Print the document.

## FONT SUBSTITUTION: POSTSCRIPT ONLY

1. Click **Start** → **Settings** → **Printer**.
2. Right click the appropriate OKI C9x00 PS driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. Click the **Fonts** tab, and select the type of font substitution from the various options given (use the on-line Help screen for information).



4. Click **OK** to engage the new settings and close the Properties dialog box.

## PROOF AND PRINT

Proof and print allows printing of a single copy of a document for checking before printing multiple copies of the same document.

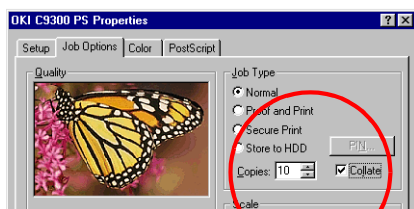
### NOTES

- The internal hard disk must be installed in the printer and enabled, to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy is printed.
- If the software application being used has a collate print option, it must be turned OFF for proof and print to operate correctly.
- Proof and print may not be available in some software applications.

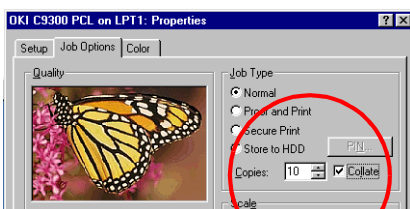
1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 driver, then click **Properties** (or **Setup**, or your application's equivalent).

- Click the **Job Options** tab, enter the number of copies and, if required, select **Collate**.

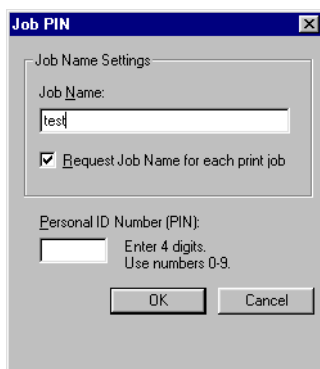
PostScript Driver



PCL Driver



- Under **Job Type**, select **Proof and Print**.
- Enter a job name of up to 16 characters under **Job Name Setting** and, if required, select **Request Job Name for each print job**.



- Type in a four digit personal ID number from 0000 to 7777, then click **OK**.
- Click **OK** to close the Properties dialog box.
  - Print the document. The document is stored on the hard disk drive, and one copy is printed for checking.
  - After checking the proof, you then print or delete (if incorrect) the remaining copies of the document using the procedures given below.

## Printing copies

1. Press the MENU button to access the **PRINT JOBS MENU**, then press the SELECT button.
2. Enter your personal ID number using the buttons on the printer control panel.
3. Press the VALUE button until **ALL JOBS** or the required job name is displayed.
4. Press the SELECT button to print the remaining copies of the document.

## Deleting copies

If the proof is not ready for printing, the job must be deleted from the printer:

1. Press the MENU button to access the **PRINT JOBS MENU** and press the SELECT button.
2. Enter your personal ID number using the buttons on the printer control panel.
3. Press the VALUE button until **ALL JOBS** or the required job name is displayed.
4. Press the CANCEL button to delete the remaining copies of the document.
5. When the deletion confirmation message appears, confirm by pressing the SELECT button.

### NOTE

**An alternative method of printing or deleting the remaining copies of the document is to use the Oki Storage Device Manager. Please refer to the on-line Help for Oki Storage Device Manager.**

## SECURE PRINTING

### (PRINTING CONFIDENTIAL DOCUMENTS)

Secure printing or printing with passwords allows the printing of confidential documents on printers that are shared with other users.

#### NOTE

- The internal hard disk must be installed in the printer and enabled to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for secure printing to operate correctly.
- Secure printing may not be available in some software applications.

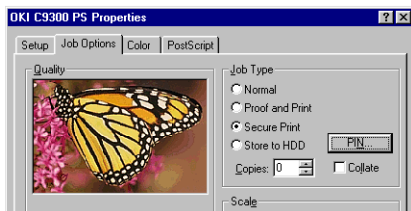
1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 driver, then click **Properties** (or **Setup**, or your application's equivalent).

3. On the **Job Options** tab, enter the number of copies and, if required, check the **Collate** box.
  - a. Under **Job Type** select **Secure Print**.
  - b. Enter a job name of up to 16 characters under **Job Name**, and, if required, select **Request Job Name for each print job**.



4. Type in a four digit personal ID number from 0000 to 7777, then click **OK**.

PostScript Driver



PCL Driver



5. Click **OK** to close the Properties dialog box.
6. Print the document. The document will be stored on the printer's hard disk.
7. Go to the printer and print out the document using the front panel (see below).



## **Printing a confidential document from the front panel**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you set above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the SELECT button.  
*The document will print and be deleted from the hard disk drive.*

## **Deleting the confidential document before printing it**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you set above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the CANCEL button to delete the job from the printer.

### **NOTE**

**An alternative method of printing or deleting the remaining copies of the document is to use the Oki Storage Device Manager. Please refer to the on-line Help for the Oki Storage Device Manager software.**

## STORE TO HARD DISK

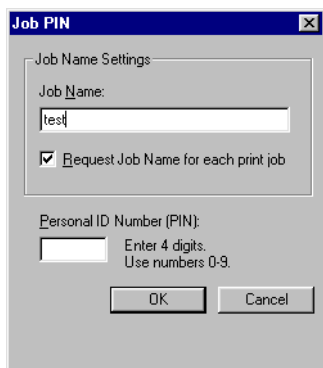
Store to hard disk (job spooling) allows print jobs to be temporarily stored on the hard disk before printing.

### NOTE

- The internal hard disk must be installed in the printer and enabled to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, DISK FULL is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for store to hard disk to operate correctly.
- Store to hard disk may not be available in some software applications.

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. Click the **Job Options** tab.

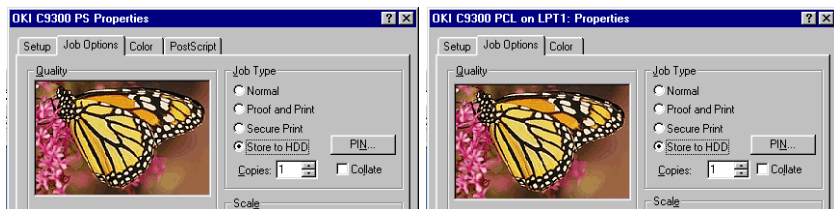
4. On the **Job Options** tab.
  - a. Under **Job Type** select **Store to HDD**, enter the number of required copies and, if required, check the **Collate** box.
  - b. Enter a job name of up to 16 characters under **Job Name Setting** and, if required, select **Request Job Name for each print job**.



5. Type a four digit personal ID number from 0000 to 7777, then click **OK**.

PostScript Driver

PCL Driver



6. Click **OK** to close the Properties dialog box.
7. Print the document. It will be stored on the hard disk.
8. The document can then be printed or deleted using the procedures given below.

## **Printing copies**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you selected above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the SELECT button to print the document.

## **Deleting the stored job from the hard disk drive**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you selected above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the CANCEL button to delete the remaining copies of the document.
5. When the deletion confirmation message appears, confirm by pressing the SELECT button.

### **NOTE**

**An alternative method of printing or deleting the stored document is to use the Oki Storage Device Manager. Please refer to the on-line Help for the Oki Storage Device Manager software.**

# PRINTING OVERLAYS

## What are Overlays?

An Overlay can be a combination of graphics, fonts, or text that is stored in the printer's flash memory or on the hard disk (supplied on some models, optional on others), and printed whenever required. The result is similar to the Watermark feature, but with the ability to be much more elaborate.

Overlays can be useful for tasks such as printing letterheads, forms, or invoices, and should reduce the need for pre-printed stationery.

## An example of using Overlays:

Suppose that you have created and stored three files in the printer using the Storage Device Manager:

- the company logo
- the company address
- the company mission statement.

The Overlay feature allows these files to be incorporated into your document in various combinations, depending on your requirements.

## To create overlays:

1. Create the document that you wish to use for Overlay printing (e.g. a letterhead) and generate a PRN file (print file) using the printer driver.
2. Use the Storage Device Manager utility to convert this PRN file (print file) to a storable file format, and download it to the printer.

Once someone has set up all the necessary overlay files on the printer, other users only have to switch on the required settings in the printer driver to use the overlays.

### NOTE

- The internal hard disk must be installed in the printer to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for overlay to operate correctly.
- An overlay may consist of more than one component file.

## Creating documents to use as overlays

An overlay can be created in any software application that can handle logos, letterheads, forms, etc. and can print to a file.

### PCL Driver

To create a print (PRN) file:

1. With the file to be stored as an overlay open in your application program, choose **File** then **Print**.
2. Ensure that the "**Print To File**" option is switched on in your application's Print dialog box.
3. Depending on the application, you may need to select your OKI printer model, and then click **Properties....** This should open the printer driver settings.

### Important

Please ensure that you are using the Oki PCL driver to do this.

4. Choose all of the printer driver settings with which you would like your overlay to print.

5. Try to keep the overlay to a single sheet. Don't use N-up, duplex, finisher options, etc. when creating an overlay. These can be added when printing the document that includes the overlay.
6. Click **OK** to close the Properties dialog box.
7. Click **Print**.

Instead of sending the print job to the printer, this prompts you to save the print job on your PC's hard disk. Give the file a meaningful name such as "my template.prn".

## PostScript

1. With the file to be stored as an overlay open in your application program, choose **File** then **Print**.
2. Ensure that the **Print To File** option is switched on in your application's Print dialog box.
3. Depending on the application, you may need to select your OKI printer model, and then click **Properties...** This should open the printer driver settings.
4. Select the **Job Options** tab, and click the **Overlays...** button.
5. Choose **Create Form** from the menu.
6. Click **OK** to close the Properties dialog box.
7. Click **OK** to print the document to a file.

Instead of sending the print job to the printer, this prompts you to save the print job on your PC's hard disk. Give the file a meaningful name such as "my template.prn".

### Important

Please ensure that you are using the Oki PostScript driver to do this.

## Downloading the print file to use as an overlay

In the previous topic, you created a print (PRN) file on your PC's hard disk. This topic explains how download this file to the printer using the Storage Device Manager.

The Storage Device Manager software is included with the original software CDs that were supplied with your printer.

1. Launch Storage Device Manager and allow the program to discover (locate) the printer.
2. Click **Project** then **New Project**.
3. Select **Add File to Project** from the **Project** menu, and select the PRN file(s) that you created earlier.

**PCL:** This automatically generates a BIN file.

### Important!

At this step, you will see in the project window that the BIN file is assigned an ID number. You can change this ID number by double-clicking it, and entering a new one in the ID field.

**PostScript:** This automatically generates a PostScript hst file. Note the name that the file is assigned in the Storage Device Manager. *Names are case sensitive.*

### NOTE

**For PCL and PS: this is important because you need to use this ID number or name when creating overlays in the printer driver. Therefore, it is recommended you change the ID number or name from the default value and *note it for later use.***

4. Make sure the printer being used is highlighted in the lower window of the Storage Device Manager.
5. Select the **Project** menu and then choose **Send Project Files to Printer**.

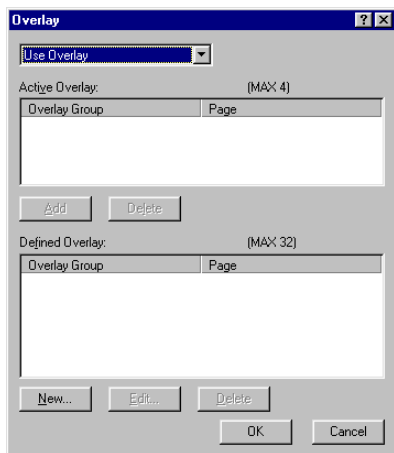
This downloads the file to the printer. The Storage Device Manager displays "Command Issued" to indicate that the file was downloaded successfully.

6. Close the Storage Device Manager.

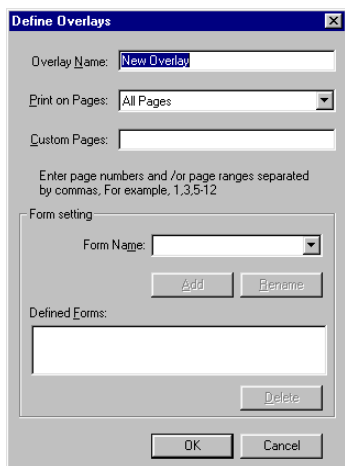


## Defining Overlays: PostScript

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Job Options** tab, then click the **Overlay** button.



4. Click the **New** button.



5. Enter the file name of the overlay in the **Overlay Name** box, and select the pages on which it is to be printed.

### NOTE

The Overlay Name must be **EXACTLY** the same as the file name you made a noted of in the previous section. This is the name under which the file is stored on the printers' hard disk drive. It is case sensitive.

6. Enter or select a form name in the drop-down box under **Form setting**, then click **Add**.

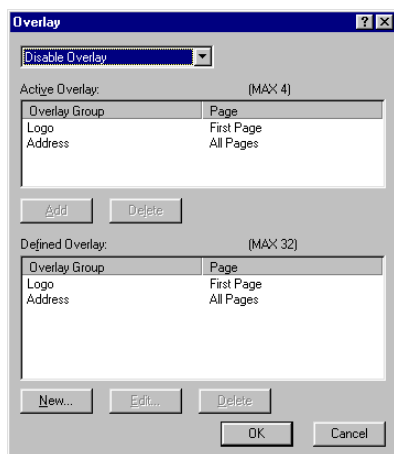
The screenshot shows the 'Define Overlays' dialog box. It has a title bar with a close button. Inside, there's a text field for 'Overlay Name' with 'Logo' entered. Below it is a dropdown for 'Print on Pages' with 'First Page' selected. Then a text field for 'Custom Pages' is empty. A note says 'Enter page numbers and /or page ranges separated by commas. For example, 1,3,5-12'. Below that is a 'Form setting' section with a 'Form Name' dropdown set to 'Stationery', and 'Add' and 'Rename' buttons. Underneath is a list of 'Defined Forms' with 'Stationery' selected. At the bottom right is a 'Delete' button. At the very bottom are 'OK' and 'Cancel' buttons.

### NOTE

The Form Name is a random name of your selection.

7. Click **OK**.
8. If required, continue to add files to the overlay by repeating steps 4 through 7.
9. Highlight the overlay name(s) under **Defined Overlay** and click **Add** to add the overlay(s) to the list under Active Overlay (to

select more than one overlay, hold the CTRL key while clicking on each name).

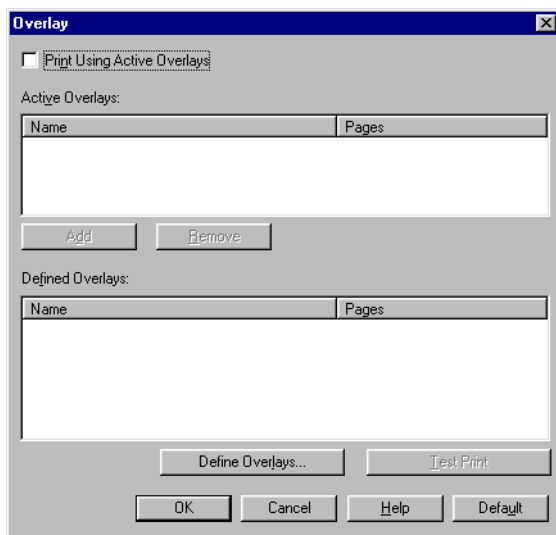


10. Select **Use Overlay** from the drop-down list, then click **OK**.

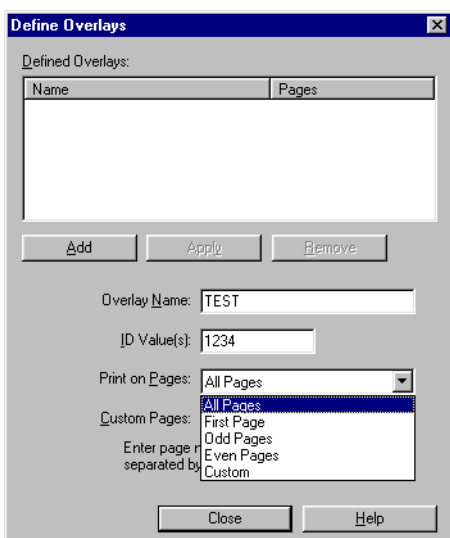
11. Click **OK** to close the Properties dialog box.

## Defining Overlays: PCL

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the Job Options tab, then click the **Overlay...** button.



4. To define an overlay, click the **Define Overlays** button.

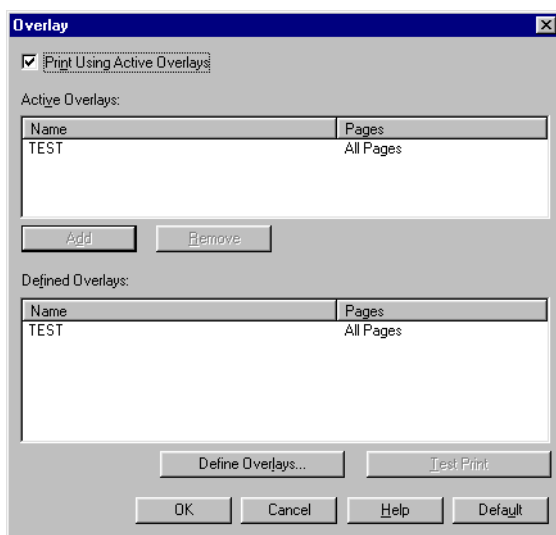


5. Enter the file name of the overlay in the **Overlay Name** box.

### NOTE

The **Overlay Name** must be **EXACTLY** the same as the file name you made a noted of in the **previous** section. This is the name under which the file is stored on the printer's hard disk drive. It is **case sensitive**.

6. Enter the ID of the file in **ID Values**. Please refer to the instructions for the Storage Device Manager utility.
7. Select which pages the overlay is to be printed on from **Print on Pages** or use **Custom Pages** to select specific page numbers in the document, then click **Add**
8. Click **Close**.
9. Highlight the overlay name under **Defined Overlay** and click the **Add** button to add the overlay to the list in **Active Overlays**.
10. Select **Print Using Active Overlays**.

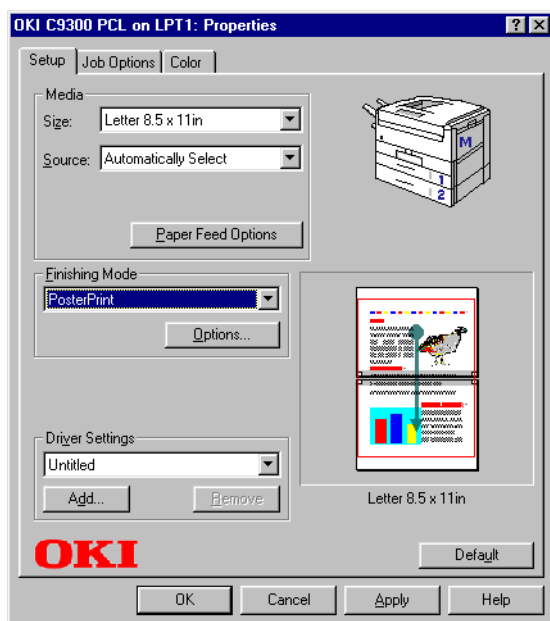


11. Click **OK**.
12. Click **OK** to close the Properties dialog box.

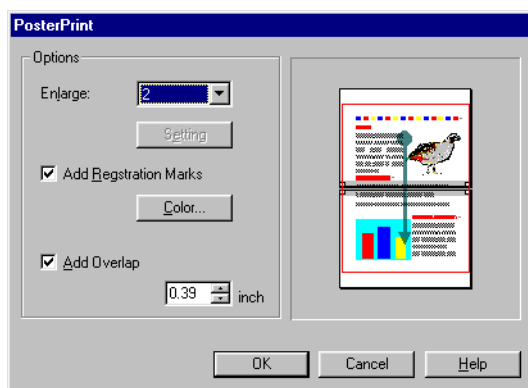
## PRINTING POSTERS: PCL ONLY

This option allows you to configure and print posters by breaking up the document page into multiple pieces which print enlarged on separate sheets. Then the separate sheets are combined to produce a poster. It is only available with the PCL printer driver

1. Open the file in your application and select **File** → **Print**.
2. In the print dialog box, click the appropriate OKI C9x00 PCL driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. Click the **Setup** tab, under **Finishing Mode**, select **Poster Print**.



4. Click **Options...** and enter the configuration details.



5. Click **OK** twice.
6. Click **OK** to close the Properties dialog box.
7. Print the document.

# Windows NT 4.0

## Printer Drivers

See your printed *Software Installation Guide* for information on installing printer drivers.

You can also go to <http://my.okidata.com> to view and/or download a copy of the *Software Installation Guide* or for the latest information on drivers for your printer.

### WHICH PRINTER DRIVER TO USE?

Your printer comes with Windows drivers for PCL and Adobe® PostScript® (PS). You can install either of these, or both if you wish. Which driver you choose depends on your application.

- If you use TrueType fonts and you do not print PostScript (including “.eps” files) graphics, choose the PCL driver. This will be more efficient and give good results.
- If you use PostScript fonts or you will be printing PostScript graphics, choose the PostScript driver. In this situation performance will be faster and graphics will be printed at their best quality

#### NOTE

**The line art graphics in this manual are PostScript. So if you plan to print parts of this manual choose the PostScript driver. Otherwise the line art graphics will only print at low resolution.**

If neither driver seems to cover all your needs, you should install both drivers: select the same printer port (LPT1 or Network Port) for both drivers during the installation.

Set the driver you plan to use most of the time to be your Windows default driver. Most applications allow you to choose a different printer from within the print dialog, so you can print using the alternative driver whenever you need to.



## ENABLING INSTALLED OPTIONS IN THE DRIVERS

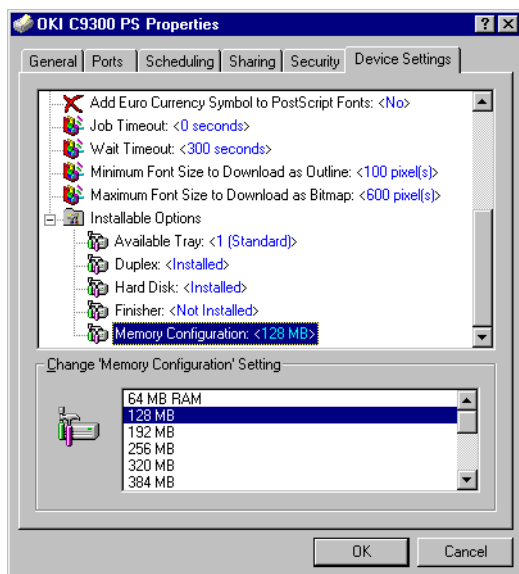
Certain options such as additional memory, the duplexer, or additional trays may be installed in your printer.

Before using the printer, you must enter the printer driver(s) and enable the options. You only need to do this once.

### For additional memory: PostScript driver only

If you have additional memory in your printer, use these instructions to update the Windows PostScript driver so that it recognizes the additional memory:

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab.
4. Under **Installable Options**, click **Memory Configuration**, then select the memory in the **Change 'Memory Configuration' Setting** list which matches what is now installed in the printer, as shown in the MenuMap (to generate a MenuMap printout, see “Printing the MenuMap” on page 33)

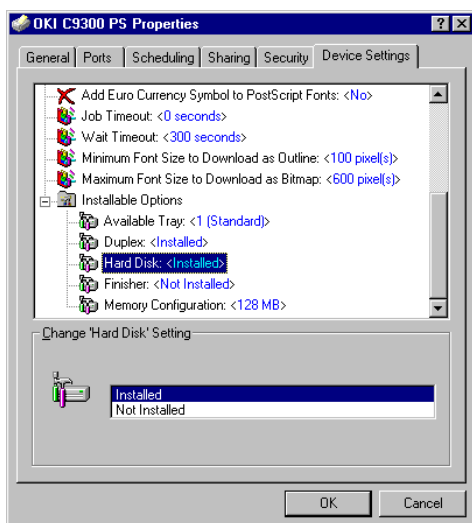


5. Click **OK** and close the Printers dialog box.

## For the internal hard disk drive

### PostScript driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab.
4. Under **Installable Options**, make sure **Hard Disk** is set to **Installed**.



5. Click **OK** and close the Printers dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, click **Printer Hard Disk**.

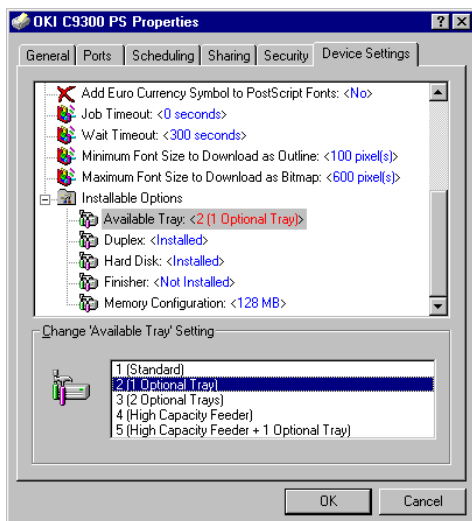


4. Click **OK** and close the Printers dialog box.

## For additional paper trays

### PostScript driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Available Trays**, then select the appropriate number of trays (not including the Multi-purpose tray) from the **Change 'Available Tray' Setting** list.



4. Click **OK** and close the Printers dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, select the appropriate number of trays (not including the Multi-purpose tray).

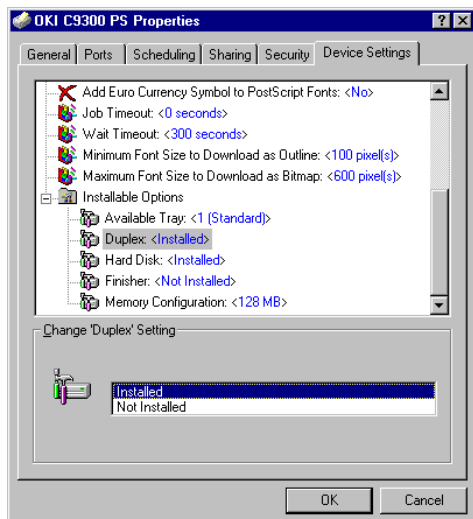


4. Click **OK** and close the Printers dialog box.

## For the duplex unit

### PostScript driver

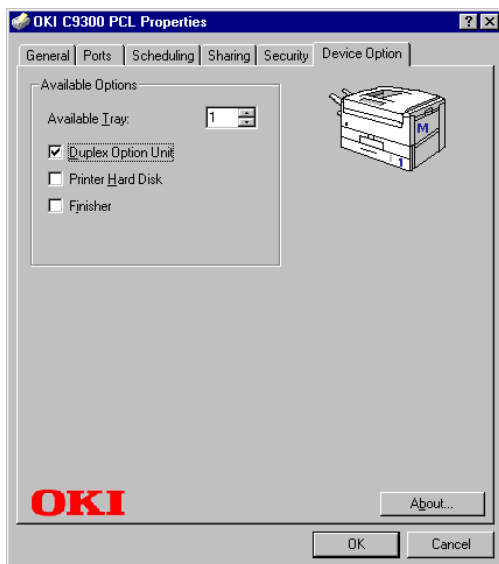
1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, make sure that **Duplex** is set to **Installed** in the **Change 'Duplex' Setting** list.



4. Click **OK** and close the Printers dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, click **Duplex Option Unit**.

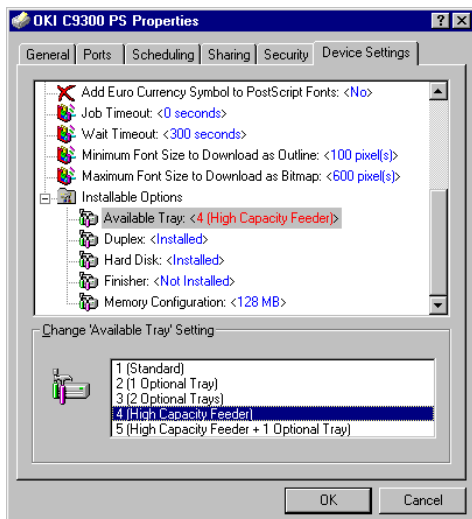


4. Click **OK** and close the Printers dialog box.

## For the high capacity feeder

### PostScript driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Available Tray**, then select the appropriate setting (4 or 5) in the **Change 'Available Tray' Setting** list.



4. Click **OK** and close the Printers dialog box.



## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, under **Available Options**, select the number of trays installed (4 or 5) in the **Available Tray** list.

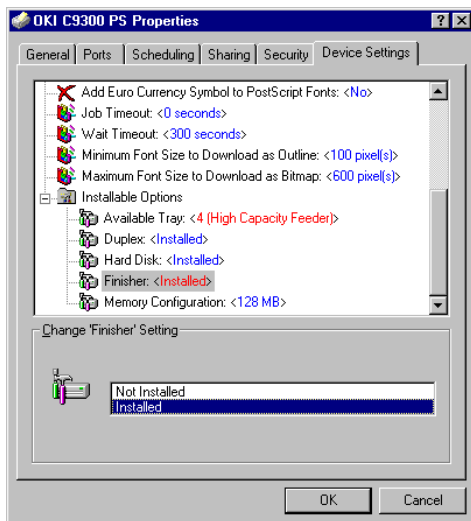


4. Click **OK** and close the Printers dialog box.

## For the finisher

### PostScript driver

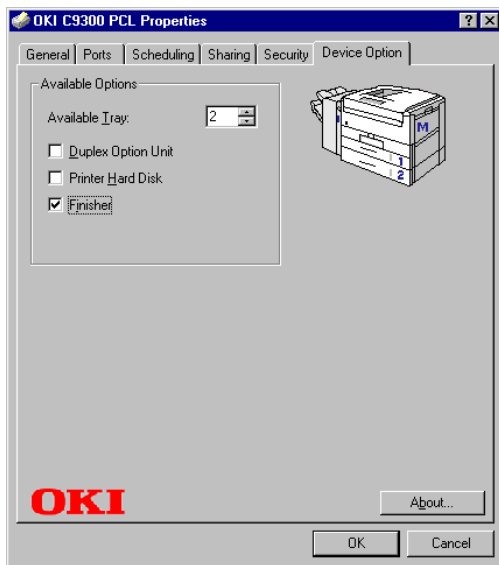
1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. Click the **Device Settings** tab. Under **Installable Options**, click **Finisher**, then select **Installed** in the **Change 'Finisher' Setting** list.



4. Click **OK** and close the Printers dialog box.

## PCL driver

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **File** then **Properties**.
3. On the **Device Option** tab, click **Finisher**.



4. Click **OK** and close the Printers dialog box.

# CHANGING DEFAULTS FOR PAPER FEED, SIZE AND MEDIA IN THE DRIVER

The normal default for these items is automatic detection.

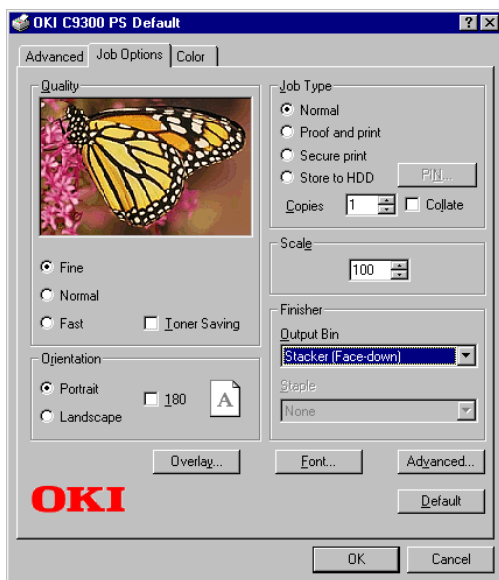
## NOTE

If the defaults set manually in the printer menu differ from those you set in the printer driver, the printer will not print and the LCD will display an error message.

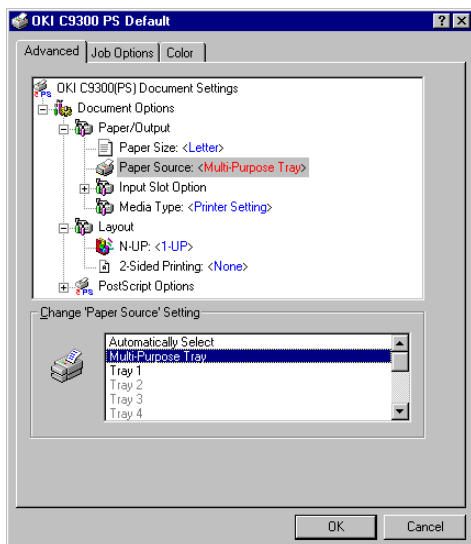
The following printer driver instructions are given as a guide only. Some software applications require the paper feed, size and media settings to be selected from within the software (under Page Setup).

### PostScript drivers

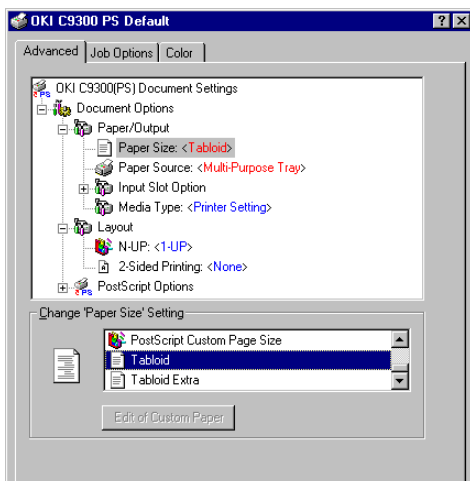
1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Document Defaults**.
3. If you will be using heavy media, transparencies, envelopes or labels, click the **Job Options** tab and set the **Output Bin** under **Finisher** to **Stacker(Face-up)**.



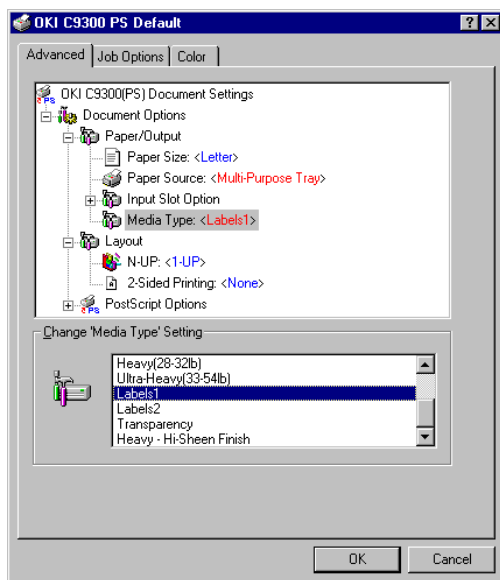
4. Click the **Advanced** tab. Under **Document Options** → **Paper/Output**:
  - a. Click **Paper Source** and select the paper feed in the **Change 'Paper Source' Setting** list.



- b. Click **Paper Size** and select the size in the **Change 'Paper Size' Setting** list.



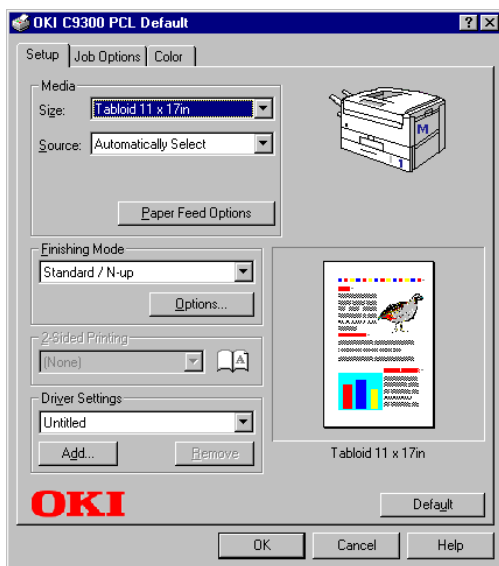
- c. Click **Media Type** and select the media from the **Change 'Media Type' Setting** list.



5. Click **OK** twice and close the Default dialog box.

## PCL drivers

1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Document Defaults**.
3. In the **Setup** tab, under **Media**, select the required paper size in the **Size** drop-down list.



4. Select the required paper feed under **Source**.

### NOTE

If a paper tray is selected the Weight field becomes visible.

5. Select the required paper type under **Weight**.

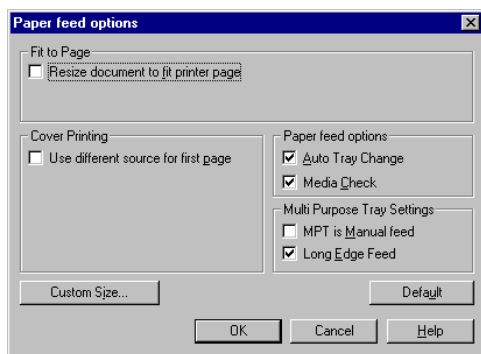


## NOTE

- If **Printer Setting** is selected, make sure the printer has been set to the correct media type.
- If a **Warning** dialog box appears indicating a setting conflict, click **OK** and the driver will automatically change to correct the problem.



6. Click the **Paper Feed Options** button and make any other selections then click **OK**.



7. Click **OK** twice and close the Default dialog box.

## Network Printer Status utility

- Available on TCP/IP network connection only.

The Network Printer Status utility is available if your administrator has installed it. If the utility is installed, you will see the following changes to the printer driver **Properties** dialog box:

- a new **Status** tab is added.
- an **Option** button is added to the **Device Option** tab.

This utility allows you to view (but not change) the status of the following on the **Status** tab:

- paper trays installed and the media assigned to them.
- total size and percentage used of disk/memory.
- percentage of toner remaining.

### Important!

If you select **Automatic Status Update** in the **Status** tab, the driver will automatically ping the printer for the latest status information every time you open the **Properties** dialog box. This causes a significant delay until the Properties dialog box opens. To avoid this, use the **Update Status** button in the **Status** tab to manually update the information on demand.

# Windows NT 4.0

## Operation

This section explains how to set up color printing and how to use the printer's features including:

- N-up printing (see page 315)
- Custom page sizes (see page 317)
- Selecting print resolution (see page 323)
- Duplex printing (see page 324)
- Watermarks (see page 329)
- Collating (see page 331)
- Proof and Print (see page 332)
- Secure print: printing confidential documents (see page 335)
- Storing files to the hard disk drive (see page 338)
- Using overlays (see page 341)

Printing posters (see page 350)

### NOTE

**Most applications allow the printer properties to be accessed from within the document print dialog box.**

## FACTORS THAT AFFECT COLOR PRINTING

The PCL and PostScript printer drivers supplied with your printer provide several controls for changing the color output. For general use the default driver settings produce good results for most documents.

Many applications have their own color settings, and these may override the settings in the printer driver. Please refer to the documentation for your software application for details on how that particular program's color management functions.

If you wish to manually adjust the color settings in your printer driver, please be aware that *color reproduction is a complex topic, and there are many factors to take into consideration*. Some of the most important factors are listed below.

### **Differences between the range of colors a monitor or printer can reproduce**

- Neither a printer nor a monitor is capable of reproducing the full range of colors visible to the human eye. Each device is restricted to a certain range of colors. In addition to this, a printer cannot reproduce all of the colors displayed on a monitor, and vice versa.
- Both devices use very different technologies to represent color. A monitor uses Red, Green and Blue (RGB) phosphors (or LCDs), a printer uses Cyan, Yellow, Magenta and Black (CMYK) toner or ink.
- A monitor can display very vivid colors such as intense reds and blues and these cannot be easily produced on any printer using toner or ink. Similarly, there are certain colors, (some yellows for example), that can be printed, but cannot be displayed accurately on a monitor. This disparity between monitors and printers is often the main reason that printed colors do not match the colors displayed on screen.

## Viewing conditions

A document can look very different under various lighting conditions. For example, the colors may look different when viewed standing next to a sunlit window, compared to how they look under standard office fluorescent lighting.

## Printer driver color settings

The driver settings for Manual color can change the appearance of a document. There are several options available to help match the printed colors with those displayed on screen. These options are explained in subsequent sections of this User Manual.

## Monitor settings

The brightness and contrast controls on your monitor can change how your document looks on-screen. Additionally, your monitor color temperature influences how "warm" or "cool" the colors look.

### NOTE

**Several of the Color Matching options make reference to your monitor's Color Temperature. Many modern monitors allow the color temperature to be adjusted using the monitor's control panel.**

There are several settings found on a typical monitor:

- **5000k\***  
Warmest; yellowish lighting, typically used in graphics arts environments.
- **6500k**  
Cooler; approximates daylight conditions.
- **9300k**  
Cool; the default setting for many monitors and television sets.

\*k = degrees Kelvin, a measurement of temperature

## **How your software application displays color**

Some graphics applications such as CorelDRAW® or Adobe® Photoshop® may display color differently from "office" applications such as Microsoft® Word. Please see your application's online help or user manual for more information.

## **Paper type**

The type of paper used can also significantly affect the printed color. For example, a printout on recycled paper can look duller than one on specially formulated glossy paper.

## CHOOSING A COLOR MATCHING METHOD

There is no one way to achieve a good match between the document displayed on your monitor, and its printed equivalent. There are many factors involved in achieving accurate and reproducible color.

However, the following guidelines may help in achieving good color output from your printer. There are several suggested methods, depending on the type of document you are printing.

### NOTE

**These suggestions are for guidance only. Your results may vary depending on the application from which you are printing. Some applications will override any color matching settings in the printer driver without warning.**

### RGB or CMYK?

The guidelines for choosing a color matching method makes distinctions between Red, Green, Blue (RGB) and Cyan, Magenta, Yellow, Black (CMYK).

Generally, most documents you print will be in RGB format. This is the most common, and, if you do not know your document's color mode, assume that it is RGB.

Typically CMYK documents are only supported in professional Desktop Publishing and Graphics applications.

### Matching Photographic Images

#### RGB only

Oki Color Matching (see page 311) is a generally a good choice. Select a matching method appropriate to your monitor.

## **Matching Specific Colors (e.g., a Company logo)**

### **RGB only**

- Oki Color Matching (see page 311), and the sRGB setting: PCL or PS driver.
- PostScript Color Matching using the Absolute Colorimetric option (see page 313).
- Use the Color Swatch Utility to print out a chart of RGB swatches and enter your desired RGB values in your application's color picker—PS only (see page 310).

### **RGB or CMYK**

- If you are printing from a graphics application such as Adobe Photoshop, use PostScript Color Matching with the Absolute Colorimetric setting (see page 313).

## **Printing Vivid Colors**

### **RGB only**

- Use Oki Color Matching (see page 311), with the Monitor 6500k Vivid, sRGB or Digital Camera settings (PCL or PS).

### **RGB or CMYK**

- Use PostScript Color Matching (see page 313) with the Saturation option.

# COLOR MATCHING: PCL DRIVER

## Color Matching Options

The Color Matching options in the PCL driver can be used to help match your printed colors to the ones displayed on your monitor.

### NOTE

The PCL driver's color options are only designed to work with RGB data.

If you are printing CMYK data, we recommend you use the PostScript driver.

**To manually set the color matching options in the PCL driver:**

1. Click **Start** → **Settings** → **Printers**.
2. Right click the appropriate printer name and click **Document Defaults**.
3. Click the **Color** tab.





- a. Click **Manual Color** under **Color Mode**, then click **Natural** under **Color Setting**.



4. Select the method you wish to use:

**Monitor (6500K) Perceptual**

Optimized for printing photographs when using a monitor with a color temperature of 6500K.

**Monitor (6500K) Vivid**

Optimized for printing bright colors when using a monitor with a color temperature of 6500K. Ideal for office graphics.

**Monitor (9300K)**

Optimized for printing photographs when using a monitor with a color temperature of 9300K.

**Digital Camera**

Optimized for printing photographs taken with a digital camera. This tends to produce prints with lighter and brighter colors. For some photographs, other settings may be better depending on the subjects and the conditions under which they were taken.

**sRGB**

Optimized for matching specific colors, such as a company logo color. The colors within the printer's color gamut are printed

without any modification, and only colors that fall outside the printable colors are modified.

5. Set any other required parameters using the on-line Help for guidance.
6. When you are done, click **OK** and close the Default dialog box.

## **The Print Color Swatch Utility**

For use with applications which allow you to set your own RGB values for colors.

The Color Swatch utility prints out charts of sample colors. Listed below each color are the corresponding RGB (Red, Green, Blue) values to use in your application to match that printed color.

### **An example of using the Print Color Swatch function:**

You wish to print a logo in a particular shade of red. The steps you would follow are:

1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Document Defaults**.
3. Click the **Color** tab.
4. Click the **Color Swatch** button to print the color swatch samples.
5. Select the shade of red that best suits your needs and make a note of the RGB value below that particular shade.
6. Using your program's color picker, enter these same RGB values (from step 5), and change the logo to that color.

### **NOTE**

**The RGB color displayed on your monitor may not necessarily match what was printed on the color swatch. If this is the case, it is probably due to the difference between how your monitor and printer reproduce color.**

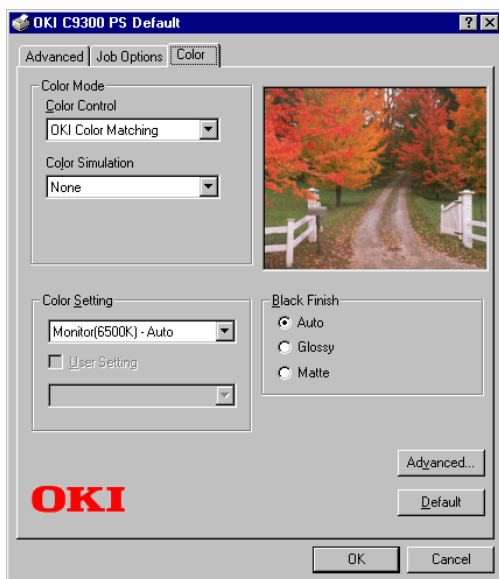
# COLOR MATCHING: POSTSCRIPT DRIVER

## Color Matching Options

The PostScript driver offers several different methods of controlling the color output of the printer.

### To manually set the color matching options in the PostScript driver:

1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Document Defaults**.
3. Click the **Color** tab.

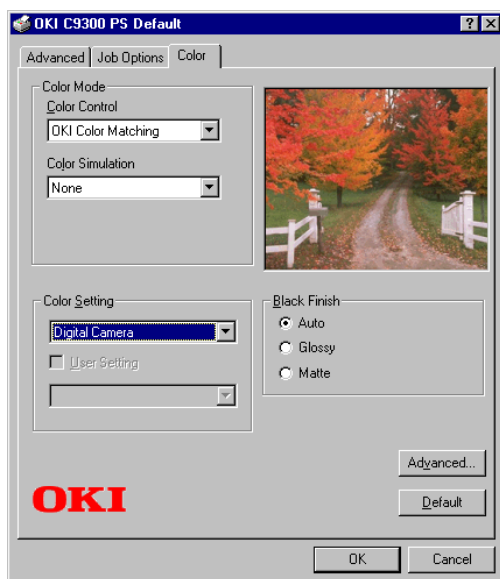


4. Select the method to use from the **Color Control Method** drop-down list under **Color Mode**:

#### a. Color Control = OKI Color Matching

This is OKI's proprietary color matching system, and affects *RGB data only*.

Select the type to be used from the drop-down list under **Color Setting** :



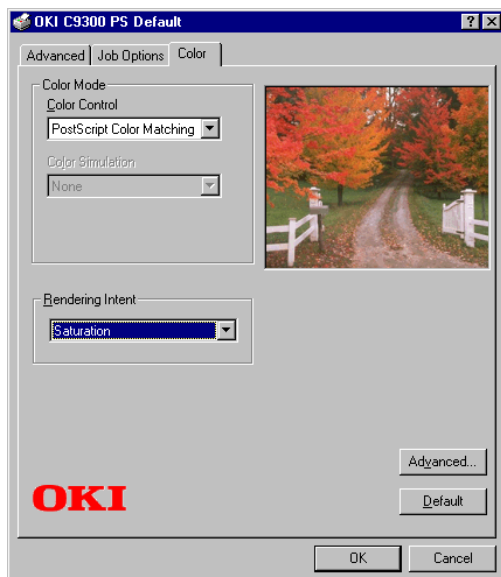
- **Monitor (6500K) Perceptual**  
Optimized for printing photographs when using a monitor with a color temperature of 6500K.
- **Monitor (6500K) Vivid**  
Optimized for printing bright colors when using a monitor with a color temperature of 6500K. Ideal for office graphics and text.
- **Monitor (9300K)**  
Optimized for printing photographs when using a monitor with a color temperature of 6500K.
- **Digital Camera**  
Optimized for printing photographs taken with a digital camera. This tends to produce prints with lighter and brighter colors. For some photographs, other settings may be better depending on the subjects and the conditions under which they were taken.
- **sRGB**  
Optimized for matching specific colors, such as a company logo color.

The colors within the printer's color gamut are printed without any modification, and only colors that fall outside the printable colors are modified.

## b. Color Control = PostScript Color Matching

This uses PostScript Color Rendering Dictionaries built into the printer, and affects both RGB and CMYK data.

Select the rendering type from the **Rendering Intent** drop-down list.



### • Rendering Intents

When a document is printed, a conversion takes place from the document's color space to the printer color space. The rendering intents are essentially a set of rules that determine how this color conversion takes place.

The rendering intents that the printer driver provides are listed below:

#### – Auto

Best choice for printing general documents.

– *Perceptual*

Best choice for printing photographs. Compresses the source gamut into the printer's gamut while maintaining the overall appearance of an image.

– *Saturation*

Best choice for printing bright and saturated colors if you don't necessarily care how accurate the colors are. This makes it the recommended choice for graphs, charts, diagrams etc. Maps fully saturated colors in the source gamut to fully saturated colors in the printer's gamut.

– *Relative Colorimetric*

Good for proofing CMYK color images on a desktop printer. Much like Absolute Colorimetric, except that it scales the source white to the (usually) paper white; i.e. unlike Absolute Colorimetric, this attempts to take the paper white into account.

– *Absolute Colorimetric*

Best for printing solid colors and tints, such as Company logos etc. Matches colors common to both devices exactly, and clips the out of gamut colors to their nearest printed equivalent. Tries to print white as it appears on screen. The white of a monitor is often very different from paper white, so this may result in color casts, especially in the lighter areas of an image.

**c. Color Control = No Color Matching**

Use this option to switch off all printer color matching.

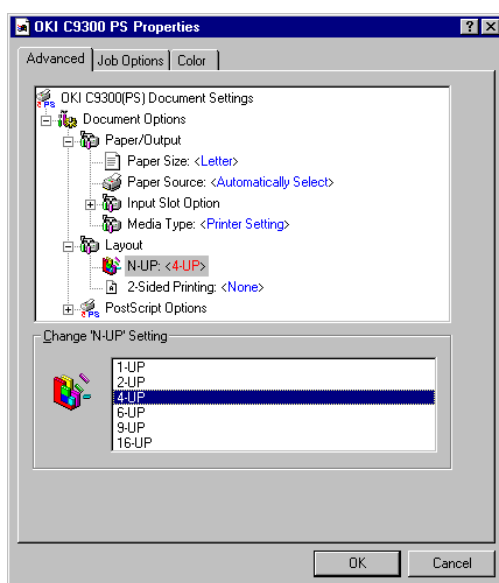
**d. Color Control = Print in Grayscale**

This option prints all documents as monochrome.

# PRINTING MULTIPLE PAGES ON ONE SHEET (N-UP PRINTING)

## N-Up printing using the PostScript driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the OKI C9x00 PS driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Advanced** tab, under **Document Options** → **Layout**, click **N-UP**, then select the number of pages per sheet in the **Change 'N-UP' Setting** list.



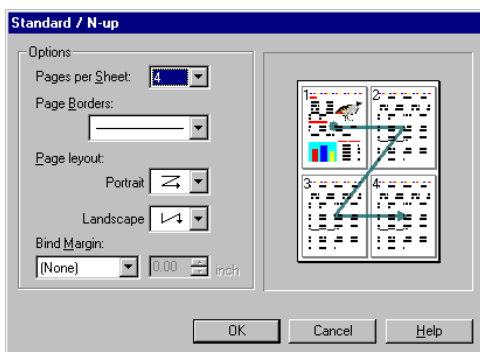
4. Click **OK** and print the document.

## N-Up printing using the PCL driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the OKI C9x00 PCL driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Setup** tab, under **Finishing Mode**, select the number of pages per sheet.



4. Click the **Options** button and select the **Page Borders**, **Page Layout** and **Bind Margin**, then click **OK**.



5. Click **OK** and print the document.



## PRINTING CUSTOM PAGE SIZES

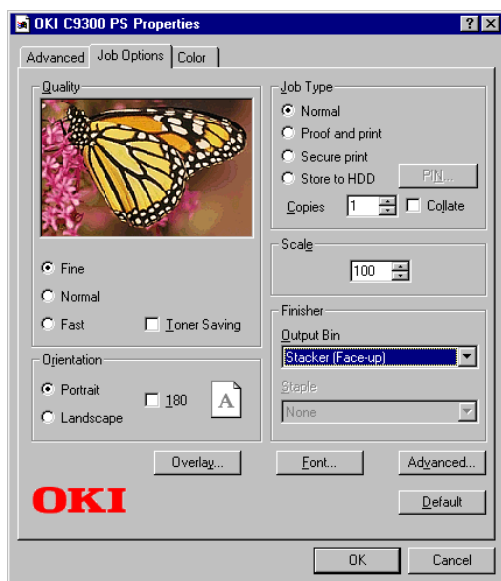
Custom page sizes can only be printed from the Multi-purpose tray. The printer media size for the Multi-purpose tray must be manually set in the driver to the custom paper size before use (range 3½ to 8½ inches [89 to 216 mm] wide x 5 to 14 inches [127 to 356 mm] long).

### Printing custom pages using the PostScript driver

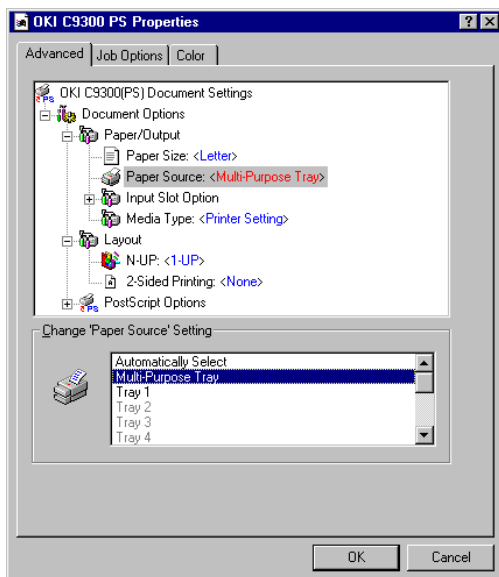
#### NOTE

One custom paper size can be defined in the PostScript driver.

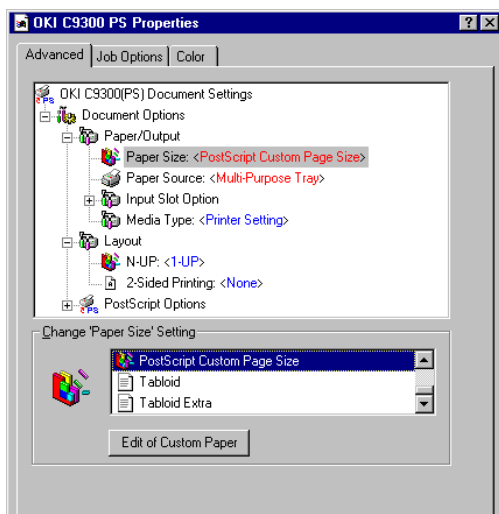
1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the OKI C9x00 PS driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Job Options** tab, under **Finisher**, select **Stacker(Face-up)** in the **Output Bin** list.



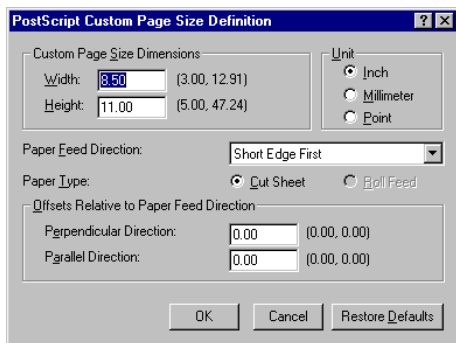
4. Click the **Advanced** tab. Under **Document Options** → **Tray Source**:
  - a. Click **Paper Source** and select **Multi-Purpose Tray** in the **Change 'Paper Source' Setting** list.



- b. Click **Paper Size** and select **Postscript Custom Page Size** in the **Change 'Paper Size' Setting** list.



5. Click the **Edit of Custom Paper** button.



The image shows a dialog box titled "PostScript Custom Page Size Definition". It contains several input fields and options for defining a custom paper size. The "Custom Page Size Dimensions" section has "Width" set to 8.50 (with a range of 3.00, 12.91) and "Height" set to 11.00 (with a range of 5.00, 47.24). The "Unit" section has three radio buttons: "Inch" (selected), "Millimeter", and "Point". The "Paper Feed Direction" is set to "Short Edge First" via a dropdown menu. The "Paper Type" section has two radio buttons: "Cut Sheet" (selected) and "Roll Feed". The "Offsets Relative to Paper Feed Direction" section has two input fields: "Perpendicular Direction" set to 0.00 (range 0.00, 0.00) and "Parallel Direction" set to 0.00 (range 0.00, 0.00). At the bottom are three buttons: "OK", "Cancel", and "Restore Defaults".

6. Enter the **Width** and **Height** for the custom paper and select the **Paper Feed Direction**.

### NOTE

- **Long Edge First** = media feeds in long edge first
- **Short Edge First** = media feeds in short edge first
- **Long Edge First (flipped)** = Reserved for future use.
- **Short Edge First (flipped)** = Reserved for future use.

7. Click **OK** twice, then print the document.

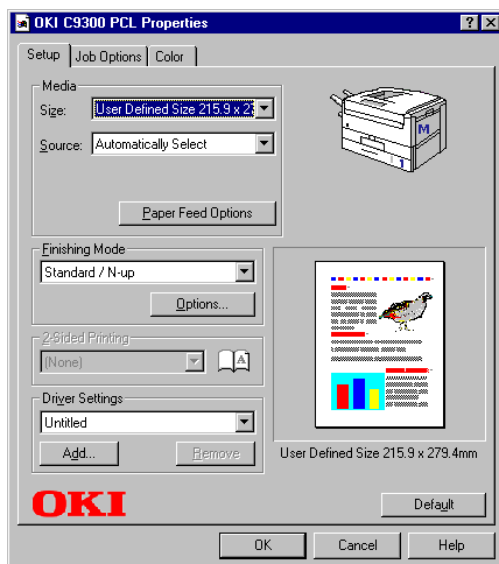
## Printing custom pages using the PCL driver

### NOTE

Up to 32 custom page sizes can be defined in the PCL driver.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the OKI C9x00 PCL driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Job Options** tab, under **Finisher**, select **Printer Face Up** in the **Output Bin** list.

4. On the **Setup** tab, under **Media**, select **User Defined Size** in the **Size** list.

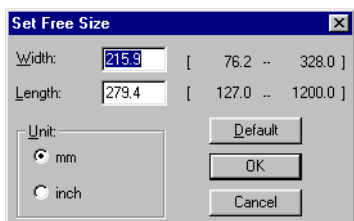


## NOTE

You may see a Warning dialog box indicating a conflict. If you do, click **OK** and the driver will automatically make the needed changes to correct for the conflict.

*The Set Free Size dialog box appears.*

5. Select the unit, then enter the width and length measurements to use, then click **OK**.



6. Check that **User Defined** now appears in the **Size** list on the **Setup** tab.

### NOTE

To save the setting for future use:

- Click **Paper Feed Options**, then click **Custom Size**.
- Select the unit, then enter the relevant information for **Width** and **Height** and give your custom size a name under **Name**.
- Click **Add**.
- Click **OK** twice.  
*The Custom Page Size is added to the bottom of the Paper Size list.*

7. Click **OK** and print the document.

# CHANGING THE RESOLUTION FOR A PRINT JOB

## NOTE

These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs (default settings):

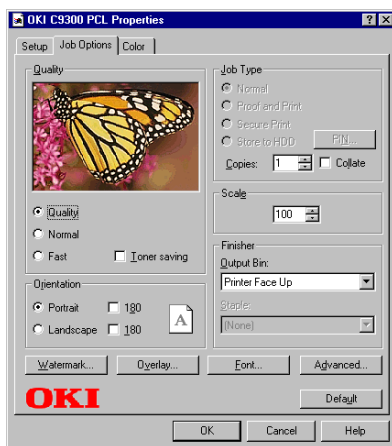
- Click **Start** → **Settings** → **Printers**.
- Right click the appropriate printer name. then select **Properties**.
- Follow steps 3, etc., below: note that the **Properties** screen for setting defaults will have more tabs.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the appropriate OKI C9x00 driver, then click **Properties** (or **Setup**, or your application's equivalent).
1. Click the **Job Options** tab.
2. Select the required printing resolution under **Quality**.

PostScript Driver



PCL Driver



3. Select **Toner Saving** if appropriate.
4. Click **OK** and print the document.

## PRINTING ON BOTH SIDES OF THE PAPER (DUPLEX PRINTING)

### NOTE

The optional duplex unit must be installed in the printer and enabled before duplex printing can be carried out.

- Standard paper sizes only.
- Paper weight range 20 to 28 lb. US Bond (75 to 105 g/m<sup>2</sup>).
- Paper must be loaded print side *up*.
- Only Tray 1, optional Trays 2 and 3, and the High Capacity Feeder trays can be used for duplex printing. The Multi-purpose tray *cannot* be used for duplex printing.

### NOTE

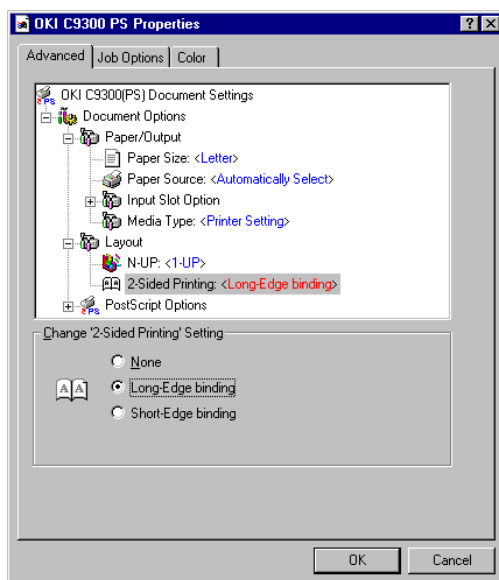
These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs:

- Click Start → Settings → Printers.
- Right click the appropriate printer name. then select Properties.
- Follow steps 3, etc., below: note that the Properties screen for setting defaults will have more tabs.



## Duplex printing using the PostScript driver

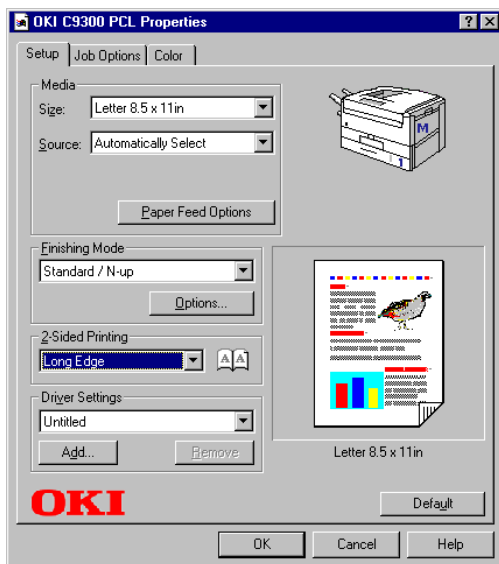
1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the OKI C9x00 PS driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Advanced** tab, under **Document Options** → **Layout**, click **2-Sided Printing** and select **Long Edge binding** or **Short Edge binding** in the **Change '2-Sided Printing' Setting** list.



4. Click OK and print the document.

## Duplex printing using the PCL driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the OKI C9x00 PCL driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Setup** tab, under **2-Sided Printing**, select **Long Edge** or **Short Edge**.



4. Click **OK** and print the document.

## PRINTING BOOKLETS: PCL DRIVER ONLY

### NOTES

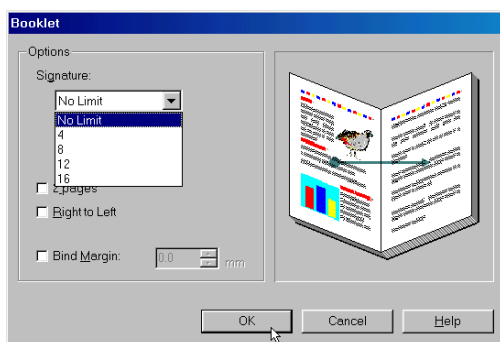
- You must have the duplex unit installed and enabled in order to print booklets.
- Not available on some network connections: see the Help file.
- Some software applications may not support booklet printing.
- The right-to-left setting allows a booklet to be printed for right to left reading, which is used in some languages.

### Printing booklets using the PCL driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the OKI C9x00 PS driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Setup** tab, under **Finishing Mode**, select **Booklet** in the list.



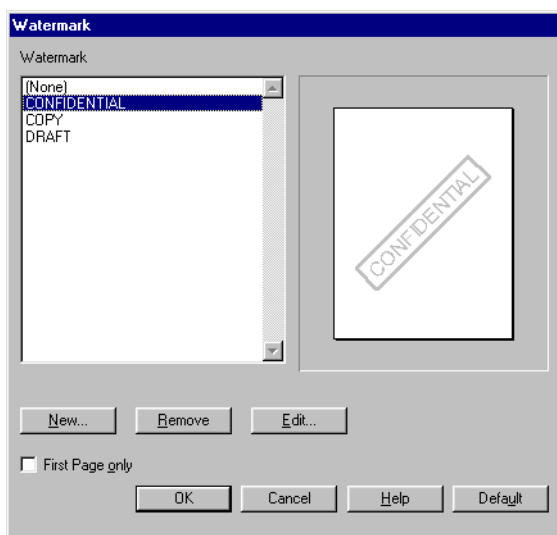
4. Click the **Options** button and set **Signature**, **2Pages**, **Right to Left** and **Bind Margin** as required, then click **OK**.



5. Click **OK** and print the document.

## PRINTING WATERMARKS: PCL DRIVER ONLY

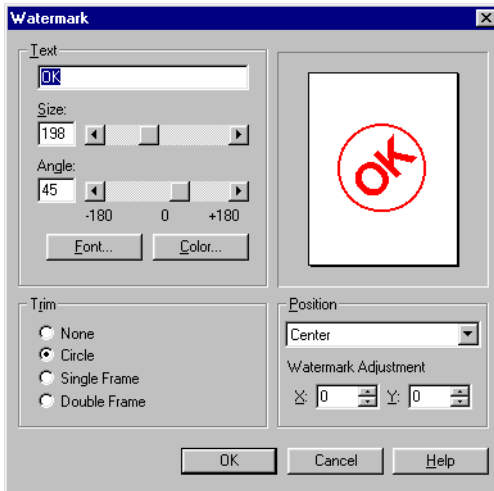
1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the OKI C9x00 PCL driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Job Options** tab, click the **Watermark** button.
4. Select a name from the **Watermark** list.



## NOTE

To create a new watermark or edit an existing watermark:

- Click the New or Edit button.



- Enter the text for the watermark and select the font, size, angle, etc., to be used.
- Click OK.  
*The new watermark appears in the Watermark list.*

5. If you wish to print the watermark only on the first page of the document, select **First Page only**.
6. Click **OK** twice and print the document.

## COLLATING

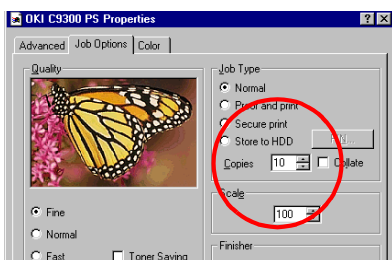
Collating can be carried out with or without a hard disk drive installed. However, printers with a hard disk drive will provide greater performance.

### Important

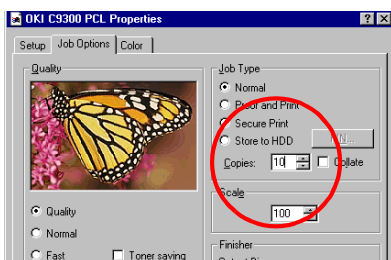
If your software application has a collate option, use it instead of the collate option in the printer driver.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the appropriate OKI C9x00 driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Job Options** tab, under **Job Type**, enter the number of copies required and—*only if the application has no collate option*—select **Collate**.

PostScript Driver



PCL Driver



4. Click **OK** and print the document.

## PROOF AND PRINT

Proof and print allows printing of a single copy of a document for checking before printing multiple copies of the same document.

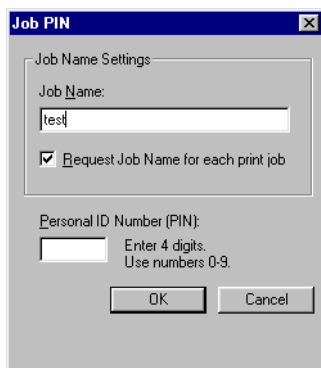
### NOTES

- The internal hard disk must be installed in the printer and enabled, to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy is printed.
- If the software application being used has a collate print option, it must be turned OFF for proof and print to operate correctly.
- Proof and print may not be available in some software applications.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the appropriate OKI C9x00 driver.
3. Select **Print to file**.
4. Click **Properties** (or **Setup**, or your application's equivalent).

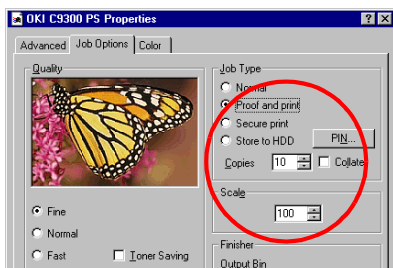


5. On the **Job Options** tab, under **Job Type**, select **Proof and Print**.
  - a. Enter a job name of up to 16 characters under **Job Name Setting** and, if required, select **Request Job Name for each print job**.

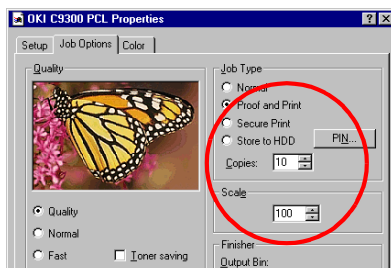


- b. Type in a four digit personal ID number from 0000 to 7777, then click **OK**.
6. Enter the number of copies and, if required, select **Collate**.

PostScript Driver



PCL Driver



7. Click **OK** and print the document. A print file of the document is created and stored on the hard disk drive, and one copy is printed for checking.
8. After checking the proof, print or delete (if incorrect) the remaining copies of the document using the procedures given below.

## Printing copies

1. Press the MENU button to access the **PRINT JOBS MENU**, then press the SELECT button.
2. Enter your personal ID number using the buttons on the printer control panel.
3. Press the VALUE button until **ALL JOBS** or the required job name is displayed.
4. Press the SELECT button to print the remaining copies of the document.

## Deleting copies

If the proof is not ready for printing, the job must be deleted from the printer:

1. Press the MENU button to access the **PRINT JOBS MENU** and press the SELECT button.
2. Enter your personal ID number using the buttons on the printer control panel.
3. Press the VALUE button until **ALL JOBS** or the required job name is displayed.
4. Press the CANCEL button to delete the remaining copies of the document.
5. When the deletion confirmation message appears, confirm by pressing the SELECT button.

### NOTE

**An alternative method of printing or deleting the remaining copies of the document is to use the Oki Storage Device Manager. Please refer to the on-line Help for Oki Storage Device Manager.**

## SECURE PRINTING (PRINTING CONFIDENTIAL DOCUMENTS)

Secure printing or printing with passwords allows the printing of confidential documents on printers that are shared with other users.

### NOTE

- The internal hard disk must be installed in the printer and enabled to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for secure printing to operate correctly.
- Secure printing may not be available in some software applications.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the appropriate OKI C9x00 driver.
3. Select **Print to file**.
4. Click **Properties** (or **Setup**, or your application's equivalent).
5. On the **Job Options** tab, under **Job Type**, select **Secure Print**.

### NOTE

If you have already stored a Secure Print document on the hard disk drive and have not yet printed it, click the **PIN** button and enter a new name for the current document.

- a. Enter a job name of up to 16 characters under **Job Name** , and, if required, select **Request Job Name for each print job**.



- b. Type in a four digit personal ID number from 0000 to 7777 , then click **OK**.

### PostScript Driver



### PCL Driver



6. Enter the number of copies and, if required, select **Collate**.
7. Click **OK** and print the document. A print file of the document is created and stored on the hard disk drive.
8. Go to the printer and print out the document using the front panel (see below).

## **Printing a confidential document from the front panel**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you set above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the SELECT button.  
*The document will print and be deleted from the hard disk drive.*

## **Deleting the confidential document before printing it**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you set above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the CANCEL button to delete the job from the printer.

### **NOTE**

**An alternative method of printing or deleting the remaining copies of the document is to use the Oki Storage Device Manager. Please refer to the On-line help for the Oki Storage Device Manager software.**

## STORE TO HARD DISK

Store to hard disk (job spooling) allows print jobs to be prepared and stored on the hard disk for printing on demand. This is good for forms, generic memos, letterhead stationery, etc..

### NOTE

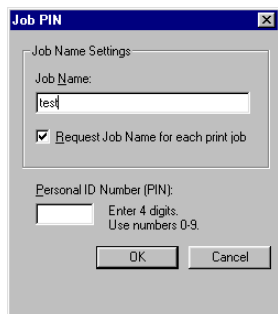
- The internal hard disk must be installed in the printer and enabled.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for Store to Hard Disk to operate correctly.
- Store to Hard Disk may not be available in some software applications.

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the appropriate OKI C9x00 driver.
3. Select **Print to file**.
4. Click **Properties** (or **Setup**, or your application's equivalent).
5. Enter the number of copies and, if required, select **Collate**, then select **Store to HDD**.

### NOTE

If you've already stored a document on the hard disk drive and want to store another one, click the **PIN** button and enter a new Job Name.

- a. Enter a job name of up to 16 characters under **Job Name Setting** and, if required, select **Request Job Name for each print job**.



- b. Type a four digit personal ID number from 0000 to 7777, then click **OK**.

#### PostScript Driver



#### PCL Driver



6. Click **OK** and print the document. A print file of the document is created and stored on the hard disk drive and can then be printed on demand, or deleted, using the procedures given below.

## **To print the stored document**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you selected above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the SELECT button to print the document.

## **To delete a stored document from the hard disk drive**

1. Press the MENU button to access the PRINT JOBS MENU and press the SELECT button.
2. Enter the personal ID number you selected above using the buttons on the printer control panel.
3. Press the VALUE button until ALL JOBS or the required job name is displayed.
4. Press the CANCEL button to delete the remaining copies of the document.
5. When the deletion confirmation message appears, confirm by pressing the SELECT button.

### **NOTE**

**An alternative method of printing or deleting the stored document is to use the Oki Storage Device Manager. Please refer to the On-line Help for the Oki Storage Device Manager software.**



# PRINTING OVERLAYS

## What are Overlays?

An Overlay can be a combination of graphics, fonts, or text that is stored in the printer's flash memory or on the hard disk (supplied on some models, optional on others), and printed whenever required. The result is similar to the Watermark feature, but with the ability to be much more elaborate.

Overlays can be useful for tasks such as printing letterheads, forms, or invoices, and should reduce the need for pre-printed stationery.

## An example of using Overlays:

Suppose that you have created and stored three files in the printer using the Storage Device Manager:

- the company logo.
- the company address.
- the company mission statement.

The Overlay feature allows these files to be incorporated into your document in various combinations, depending on your requirements.

## To create overlays:

1. In your application, create the document that you wish to use for Overlay printing (e.g. a letterhead) and generate a PRN file (print file) using the printer driver.
2. Use the Storage Device Manager utility to convert this PRN file (print file) to a storable file format, and download it to the printer.

Once someone has set up all the necessary overlay files on the printer, other users only have to switch on the required settings in the printer driver to use the overlays.

### NOTE

- The internal hard disk must be installed in the printer to allow for spooling of the print job before final printing.
- If the hard disk memory is insufficient for the spooled data, **DISK FULL** is displayed and only one copy printed.
- If the software application being used has a collate print option, this must be turned OFF for overlay to operate correctly.
- An overlay may consist of more than one component file.

## Creating documents to use as overlays

An overlay can be created in any software application that can handle logos, letterheads, forms, etc. and can print to a file.

### PCL Driver

To create a print (PRN) file:

1. With the file to be stored as an overlay open in your application program, choose **File** then **Print**.
2. Ensure that the "**Print To File**" option is switched on in your application's Print dialog box.
3. Depending on the application, you may need to select your OKI printer model, and then click **Properties...** This should open the printer driver settings.

### Important

Please ensure that you are using the Oki PCL driver to do this.

4. Choose all of the printer driver settings with which you would like your overlay to print.

5. Try to keep the overlay to a single sheet. Don't use N-up, duplex, finisher options, etc. when creating an overlay. These can be added when printing the document that includes the overlay.
6. Click **OK** to close the Properties dialog box.
7. Print the document.

Instead of sending the print job to the printer, this prompts you to save the print job on your PC's hard disk. Give the file a meaningful name such as "my template.prn".

## PostScript

1. With the file to be stored as an overlay open in your application program, choose **File** then **Print**.
2. Ensure that the **Print To File** option is switched on in your application's Print dialog box.
3. Depending on the application, you may need to select your OKI printer model, and then click **Properties...** This should open the printer driver settings.
4. Select the **Job Options** tab, and click the **Overlays...** button.
5. Choose **Create Form** from the menu.
6. Click **OK** to close the Properties dialog box.
7. Click **OK** to print the document to a file.

Instead of sending the print job to the printer, this prompts you to save the print job on your PC's hard disk. Give the file a meaningful name such as "my template.prn".

### Important

Please ensure that you are using the Oki PostScript driver to do this.

## Downloading the print file to use as an overlay

In the previous topic, you created a print (PRN) file on your PC's hard disk. This topic explains how download this file to the printer using the Storage Device Manager.

The Storage Device Manager software is included with the original software CDs that were supplied with your printer.

1. Launch Storage Device Manager and allow the program to discover (locate) the printer.
2. Click **Project** then **New Project**.
3. Select **Add File to Project** from the **Project** menu, and select the PRN file(s) that you created earlier.

**PCL:** This automatically generates a BIN file.

### Important!

At this step, you will see in the project window that the BIN file is assigned an ID number. You can change this ID number by double-clicking it, and entering a new one in the ID field.

**PostScript:** This automatically generates a PostScript hst file. Note the name that the file is assigned in the Storage Device Manager. *Names are case sensitive.*

### NOTE

**For PCL and PS: this is important because you need to use this ID number or name when creating overlays in the printer driver. Therefore, it is recommended you change the ID number or name from the default value and *note it for later use.***

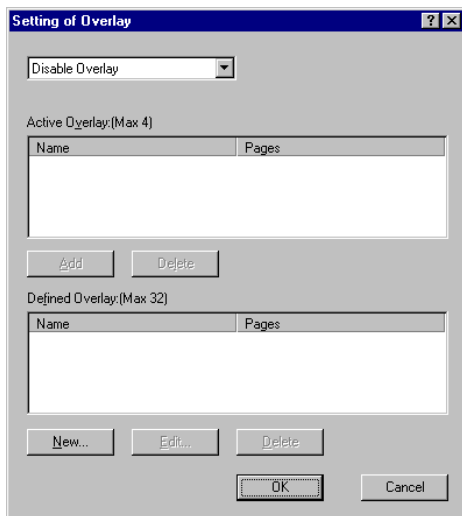
4. Make sure the printer being used is highlighted in the lower window of the Storage Device Manager.
5. Select the **Project** menu and then choose **Send Project Files to Printer**.

This downloads the file to the printer. The Storage Device Manager displays "Command Issued" to indicate that the file was downloaded successfully.

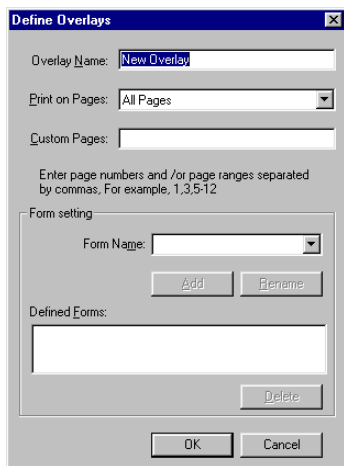
6. Close the Storage Device Manager.

## Defining Overlays: PostScript

1. Click **Start** → **Settings** → **Printers**.
2. Right click the printer name and click **Document Defaults**.
3. On the **Job Options** tab, click the **Overlay** button.



4. Click the **New** button.



5. Enter the file name of the overlay in the **Overlay Name** list, and select the pages on which it is to be printed.

### NOTE

The Overlay Name must be **EXACTLY** the same as the file name you made a noted of in the previous section. This is the name under which the file is stored on the printers' hard disk drive. It is case sensitive.

6. Enter or select a form name in the drop-down list under **Form setting**, then click **Add**.

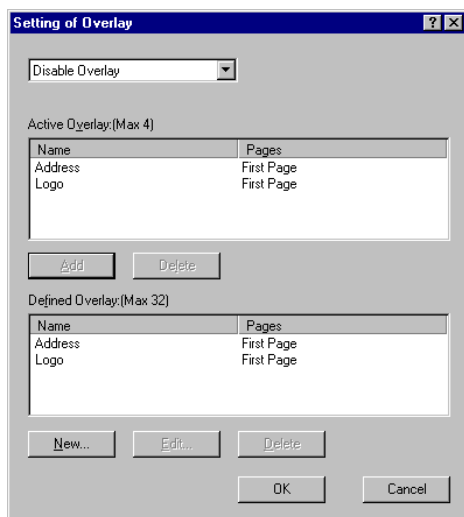
The screenshot shows the 'Define Overlays' dialog box. It has a title bar with a close button. Inside, there's a text field for 'Overlay Name' with 'Logo' entered. Below it is a dropdown for 'Print on Pages' with 'First Page' selected. Then a text field for 'Custom Pages'. A note says 'Enter page numbers and /or page ranges separated by commas. For example, 1,3,5-12'. Below that is a 'Form setting' section with a 'Form Name' dropdown showing 'Stationery', and 'Add' and 'Rename' buttons. Underneath is a list box for 'Defined Forms' containing 'Stationery', with a 'Delete' button to its right. At the bottom are 'OK' and 'Cancel' buttons.

### NOTE

The Form Name is a random name of your selection.

7. Click **OK**.
8. If required, continue to add files to the overlay by repeating steps 4 through 7.
9. Highlight the overlay name(s) under **Defined Overlay** and click **Add** to add the overlay(s) to the list under Active Overlay (to

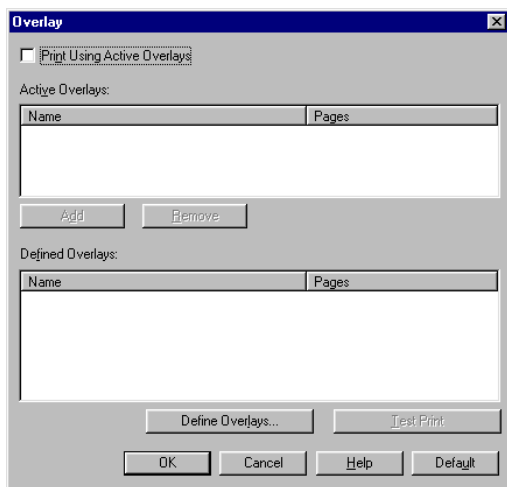
select more than one overlay, hold the CTRL key while clicking on each name).



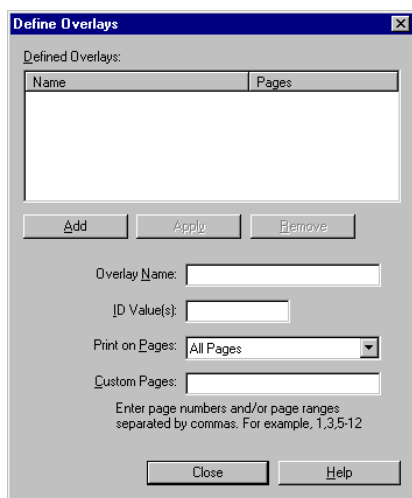
10. Select **Use Overlay** from the drop-down list at the top of the dialog box, then click **OK**.
11. Click **OK** to close the Default dialog box.

## Defining Overlays: PCL

1. Click **Start** → **Settings** → **Printers**.
2. Highlight the printer name and click **Document Defaults**.
3. Click the **Job Options** tab.
4. Click the **Overlay...** button.



5. To define an overlay, click the **Define Overlays** button.



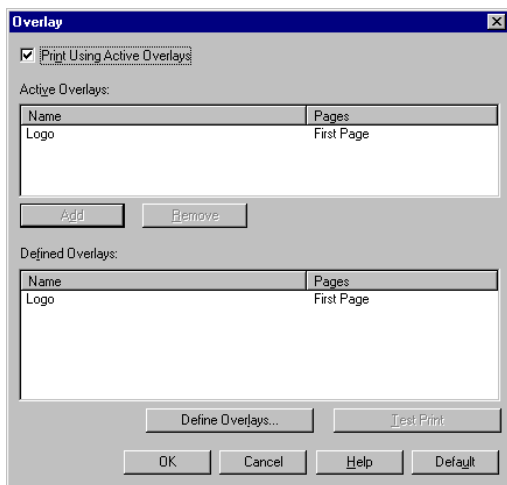


6. Enter the file name of the overlay in the **Overlay Name** box.

### NOTE

The Overlay Name must be **EXACTLY** the same as the file name you made a noted of in the **previous** section. This is the name under which the file is stored on the printer's hard disk drive. It is **case sensitive**.

7. Enter the ID of the file in **ID Values**. Please refer to the instructions for the Storage Device Manager utility.
8. Select which pages the overlay is to be printed on from **Print on Pages** or use **Custom Pages** to select specific page numbers in the document, then click **Add**
9. Click **Close**.
10. Repeat steps 5 though 9 for each overlay you wish to add.
11. Highlight the overlay name under **Defined Overlay** and click the **Add** button to add the overlay to the list in **Active Overlays**.
12. Select **Print Using Active Overlays**.



13. Click **OK**.
14. Click **OK** to close the Default dialog box.

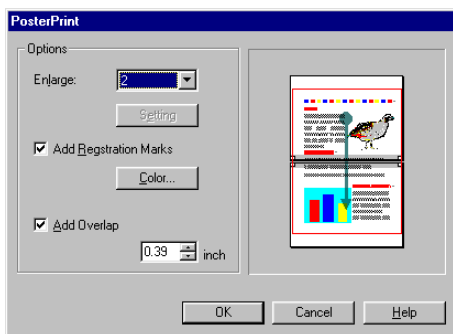
## PRINTING POSTERS: PCL DRIVER ONLY

This option allows you to configure and print posters by breaking up the document page into multiple pieces which print enlarged on separate sheets. Then the separate sheets are combined to produce a poster. It is only available with the PCL printer driver

1. Open the file in your application and select **File** → **Print**.
2. In the Print dialog box, select the OKI C9x00 PCL driver, then click **Properties** (or **Setup**, or your application's equivalent).
3. On the **Setup** tab, under **Finishing Mode**, select **Poster Print**.



4. Click the **Options...** button and enter the configuration details



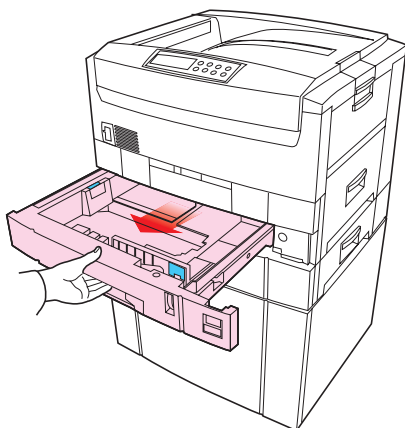
5. Click **OK** twice and print the document.

# Maintenance

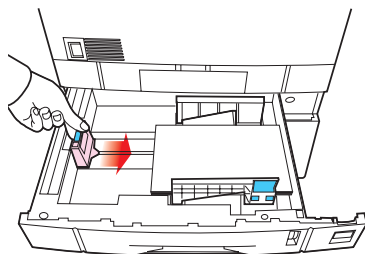
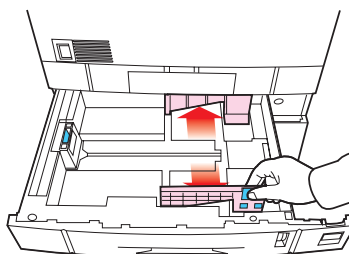
## ADDING PAPER

The LCD display indicates when the number of sheets of paper in any paper tray falls below 30.

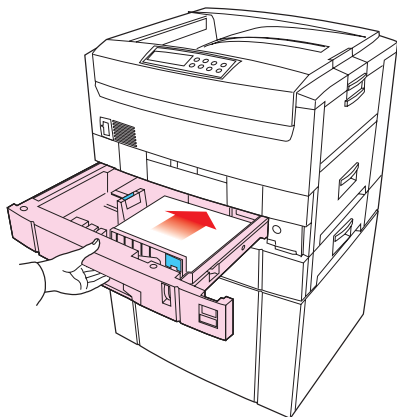
1. Pull out the paper tray.



2. Remove any remaining sheets of paper.
3. Refill the tray with up to a ream (500 sheets) of paper, then place the sheets removed in Step 2 on top (this ensures that the oldest paper is used first, to help prevent paper jams).
4. Check that the paper guides and rear stopper are correct for the size of paper being used.



5. Close the paper tray *gently*.



### Important!

To prevent paper jams:

- Don't leave space between the paper and the paper guides and rear stopper.
- Don't overfill the paper tray. Capacity depends on the type of paper and the paper weight (max. 550 sheets of 20-lb. US Bond—75 g/m<sup>2</sup>—paper).
- Don't load damaged paper.
- Don't load paper of different sizes, paper quality or thickness at the same time.
- Don't remove the paper tray during printing.

### NOTE

If installed, a lower paper tray cannot be used to print if there is no paper tray inserted above it.

## CHANGING THE TONER CARTRIDGE

When the toner is running low, **\*\*\* TONER LOW** is displayed in the control panel (\*\*\*) is the color name). If printing continues without replacing the toner cartridge, **CHANGE \*\*\* TONER** is displayed and printing is cancelled.

Depending on the operating environment, print may become faint before this message is displayed. If this happens, remove the toner cartridge and check whether it is empty; if so, the toner cartridge needs to be replaced.

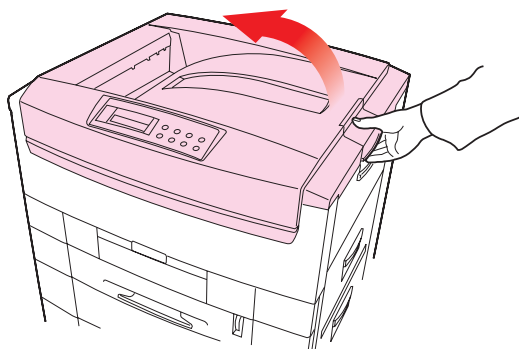
Cartridge life is approximately 15,000 letter-size pages at 5% print density. The first toner cartridge installed in a new image drum needs to be replaced after less than this amount because the toner cartridge has to fill a new image drum.

### **WARNING!**

***Take extreme care when handling toner.***

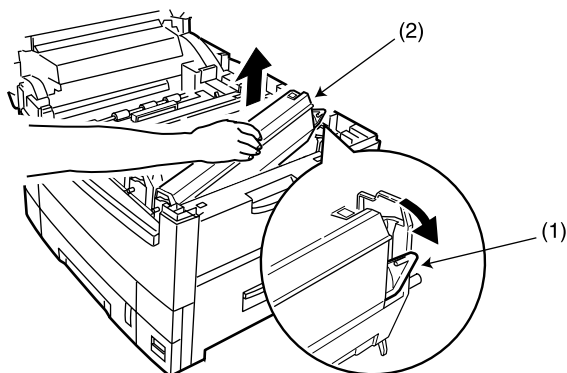
- ***Toner can be harmful if inhaled, swallowed or if it gets in the eyes.***
- ***Toner can also stain hands and clothing.***

1. Switch off the printer and open the top cover.



2. Check the color label of the toner cartridge to be changed.

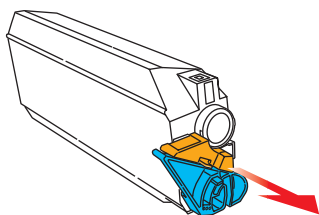
3. Move the lever (1) on the end of the toner cartridge in the direction of the arrow as far as it will go, then remove the toner cartridge (2), lifting the lever end of the cartridge first to disengage the locating peg on the image drum from the toner cartridge.



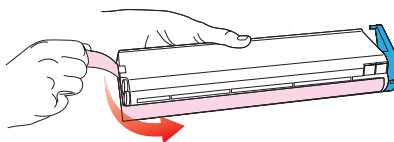
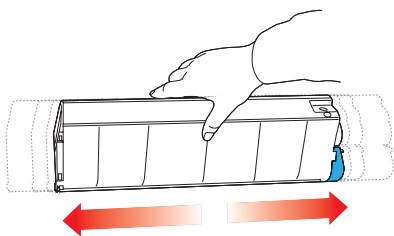
### **CAUTION!**

**Dispose of the toner cartridge in accordance with local legislation.**

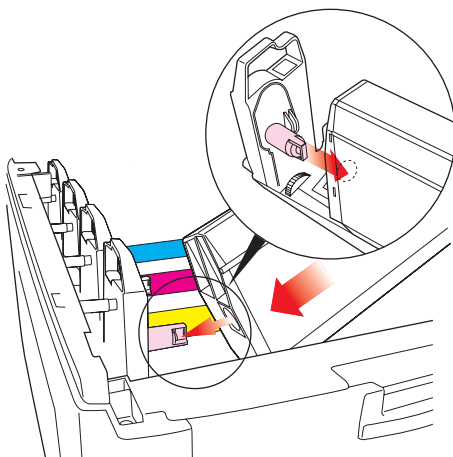
4. Unpack the new toner cartridge and remove the orange shipping clip.



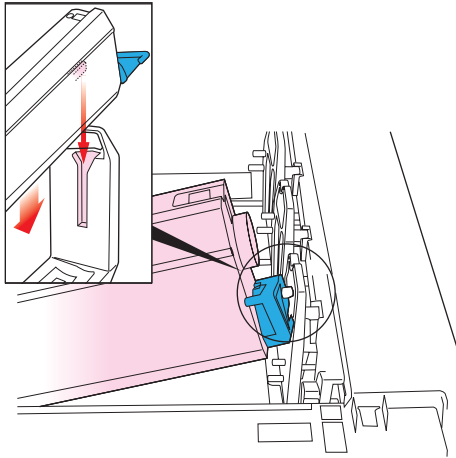
- 5.** Shake the new toner cartridge back and forth several times. Then, holding the toner cartridge horizontally, remove the tape.



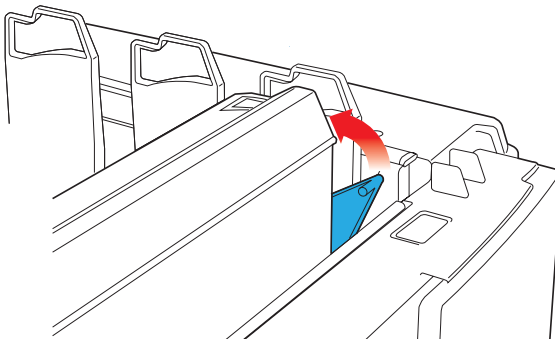
- 6.** Insert the new toner cartridge into the image drum, left side first, engaging the drum locating peg in the hole in the toner cartridge.



7. **Gently** push the toner cartridge down engaging the locking pin into the groove on the image drum.

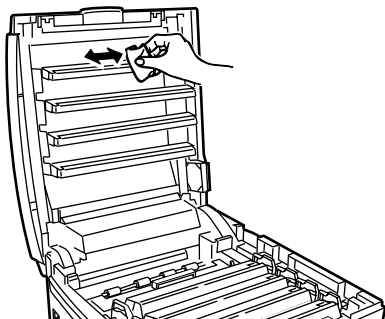


8. **Gently** push the lever in the direction of the arrow until it stops. *If you meet any resistance when pushing the lever, STOP and push down on the cartridge to be sure it is firmly in place, then proceed.* This releases the toner into the image drum.





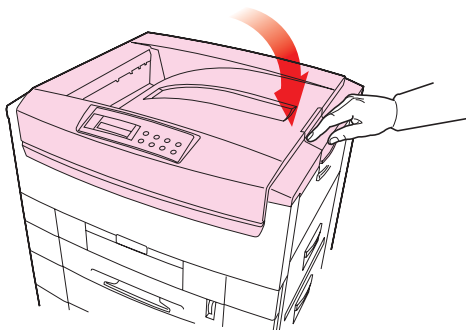
9. Gently wipe the corresponding LED head surface with the LED lens cleaner supplied with the toner cartridge.



### CAUTION!

Do not use methyl alcohol or other solvents on the LED head otherwise damage to the lens surface will occur.

10. Close the top cover.



### NOTE

After installing the new toner cartridge, the message on the display **TONER LOW** or **CHANGE TONER** should disappear. However, this sometimes does not disappear until printing has been carried out. If it still does not disappear, reinstall the toner cartridge.

## CHANGING THE IMAGE DRUM

When the image drum reaches the end of its product life, **\*\*\* CHANGE DRUM** is displayed in the control panel (\*\*\*) is the color name). If printing continues without replacing the image drum, **CHANGE \*\*\* IMAGE DRUM** is displayed and printing is cancelled.

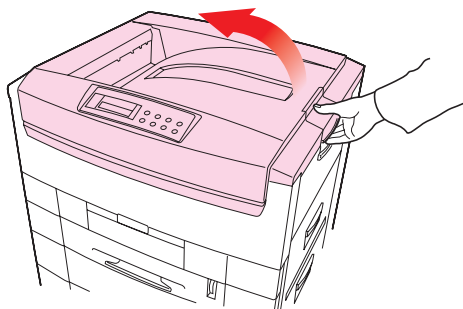
Change the toner cartridge and clean the LED head at the same time as changing the image drum.

Image drum life is approximately 23,000 sheets of letter-size media. This assumes a typical office environment where 20% of print jobs are one page emails, 30% are 3-page documents containing only words (no graphics) and 50% are print runs of 15 pages or more.

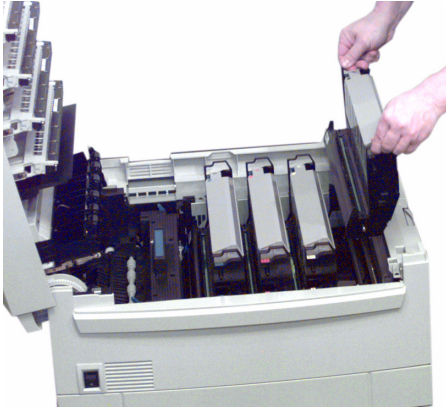
### CAUTION!

- **Never expose the image drum to light for more than 5 minutes.**
- **Never expose the image drum to direct sunlight.**
- **Never touch the surface of the green drum inside the image drum unit.**

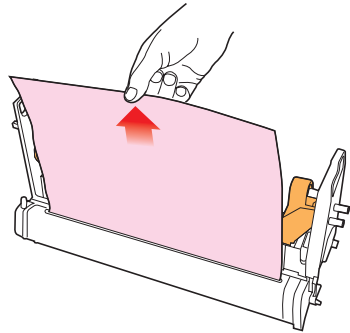
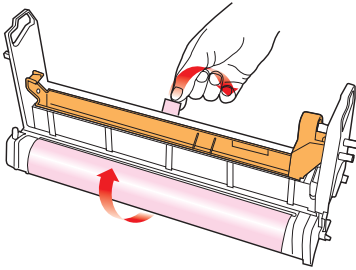
1. Switch off the printer and open the top cover.



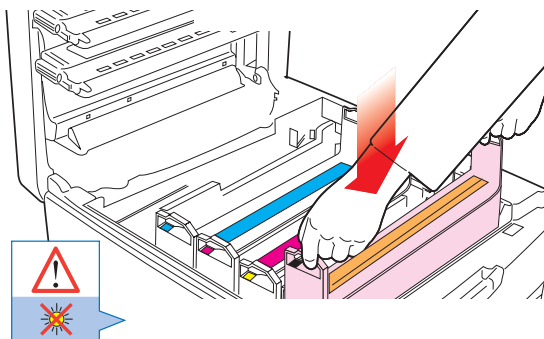
2. Remove the appropriate image drum/toner cartridge from the printer.



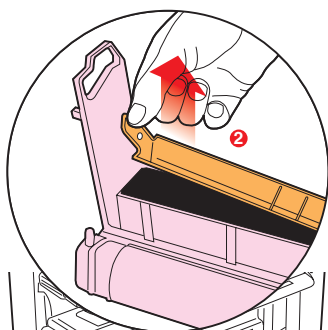
3. Remove the new image drum from the packaging.
4. Remove the protective sheet and film from the new image drum.



5. Install the new image drum in the printer.



6. Push the tab inwards and remove the blanking plate (2) from the image drum.



7. Install a new toner cartridge of the corresponding color: see “Changing the toner cartridge” on page 353.

### **WARNING!**

***Take extreme care when handling toner.***

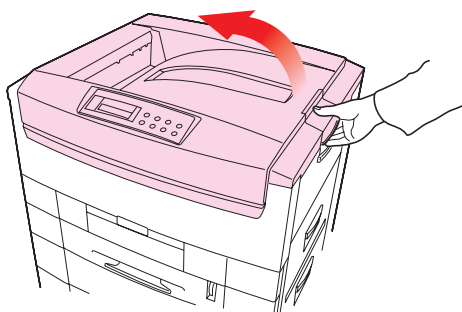
- ***Toner can be harmful if inhaled, swallowed or if it gets in the eyes.***
- ***Toner can also stain hands and clothing.***

8. Close the top cover.

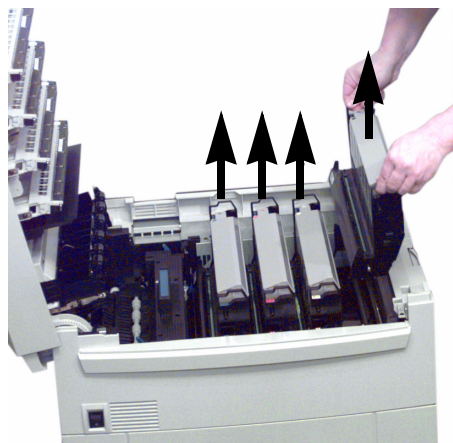
## CHANGING THE TRANSFER BELT

When the transfer belt reaches the end of its life, **CHANGE BELT UNIT** is displayed in the control panel. The transfer belt life is approximately 80,000 sheets, letter long edge feed. However, this assumes a standard print job of three sheets. If single sheets are printed, transfer belt life is reduced.

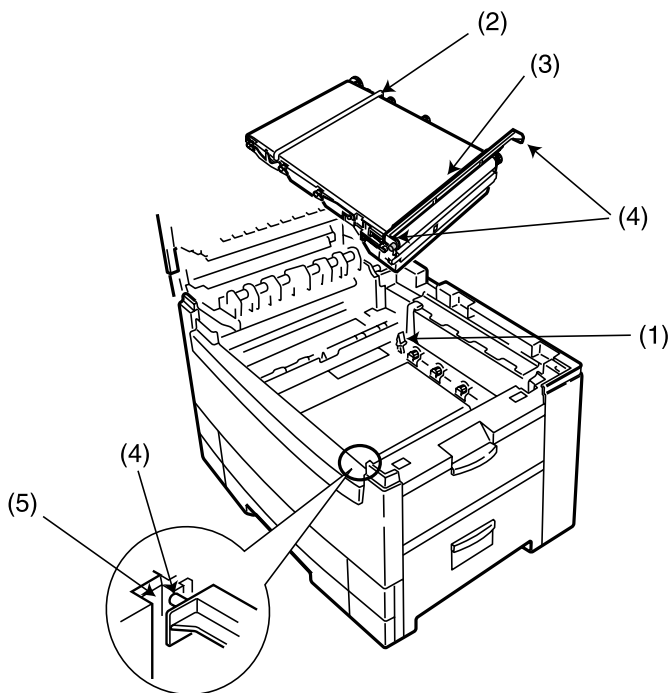
1. Switch off the printer and open the top cover.



2. Remove all four image drums/toner cartridges from the printer and place them on a *flat* surface (to prevent damage to the shiny green drum surface), then *cover them to protect them from light* while you are replacing the transfer belt.



3. Press back the lock lever (1) and, using the handles (2 and 3), remove the old transfer belt from the printer.

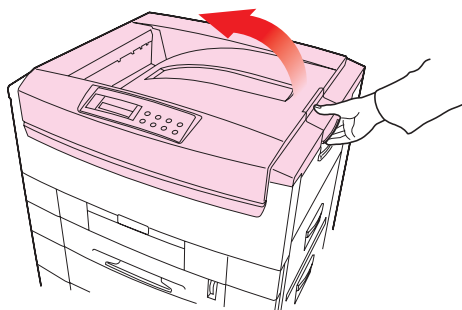


4. Remove the new transfer belt unit from its packaging.
5. Using the handles (2 and 3), align the pins (4) with the grooves (5) on the printer and insert the new transfer belt in the printer.
6. Move the lock lever (1) forward and lock the transfer belt into place.
7. Reinstall the four image drums and toner cartridges in the printer.
8. Close the top cover.

## CHANGING THE FUSER UNIT

When the fuser unit reaches the end of its product life, **CHANGE FUSER UNIT** is displayed in the control panel. Fuser unit life is approximately 80,000 letter-size sheets.

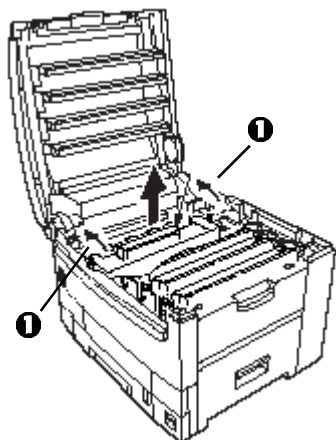
1. Switch off the printer and open the top cover.



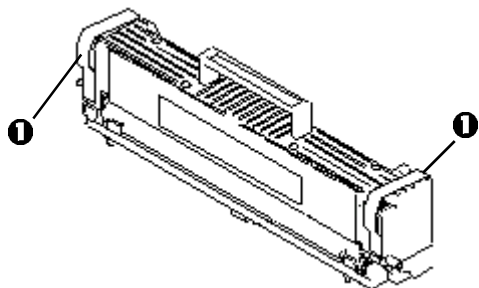
### **WARNING!**

*The fuser unit is very hot after printing. Always use the handle when lifting it.*

2. Move the two locking levers (1) to the rear of the machine to release the fuser unit, then use the handle to remove the fuser from the printer.

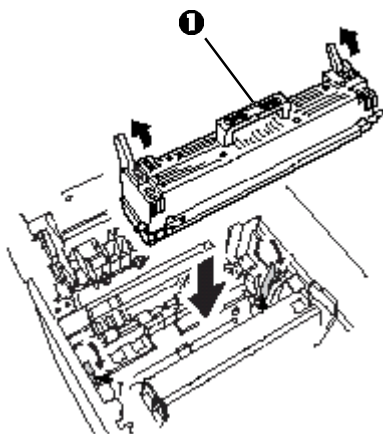


3. Remove the new fuser unit from its packaging and lift off the shipping tape (1) holding the levers at either end of the fuser. As you remove the tape, the levers should move into the locked position.

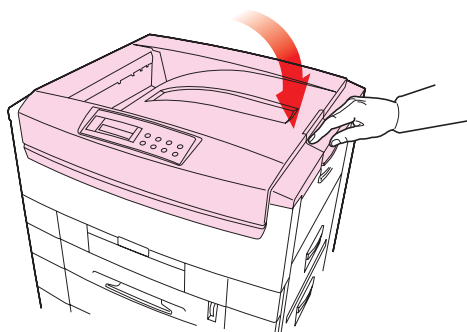




4. Using the handle (1), lower the new fuser unit into the printer and push down firmly to lock it in place.



5. Make sure the two spring loaded locking levers lock the fuser unit into place.
6. Close the top cover.zzz

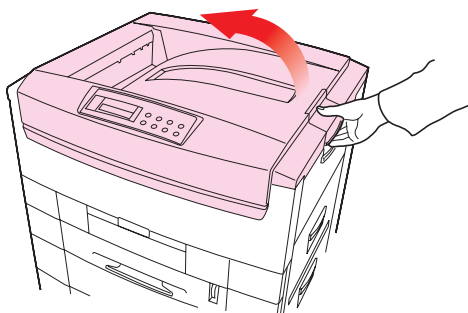


## CLEANING THE LED HEADS

Clean the LED heads when

- printing is unclear
- printing has white lines
- when text is blurred

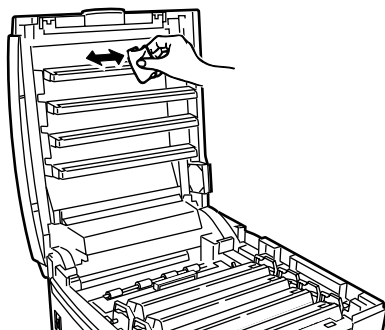
1. Switch off the printer and open the top cover.



### CAUTION!

**Do not use methyl alcohol or other solvents on the LED head: these will damage the lens surface.**

2. *Gently* wipe each LED head surface with the LED lens cleaner or a soft tissue.



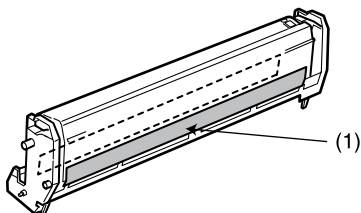
3. Close the top cover.

## TRANSPORTING THE PRINTER

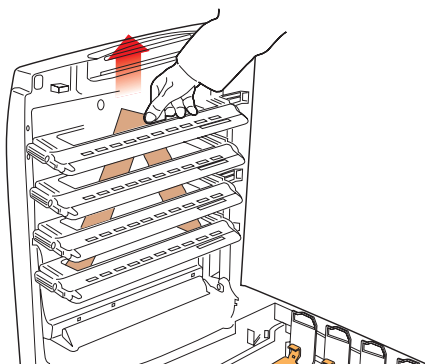
This printer is a precision machine. If it is transported without its protective packaging it may be prone to mechanical damage.

To prepare the printer for transportation:

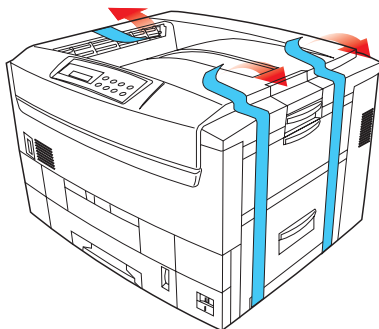
1. Turn off the printer.
2. Disconnect the power cable and printer interface cable from the printer and remove any paper from the paper trays.
3. Open the top cover and remove the four image drums.
4. Seal the aperture on each image drum and its toner cartridge with plastic adhesive tape (1) to prevent any toner spillage during transportation.



5. Place the four image drums complete with their toner cartridges back into the printer.
6. Place the LED packing array strips behind the LED heads and close the cover.



7. Secure the cover with packing tape.

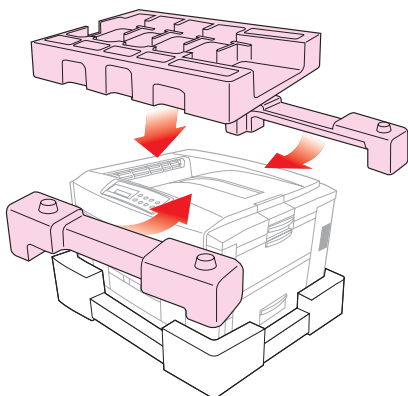


### **WARNING!**

*The printer weighs 160 lbs. ( 72 kg) without the duplex unit; 172 lbs. (78 kg) with the duplex unit installed (dxn models).*

*Three (3) people are required to lift the printer safely.*

8. Place the bottom styrofoam packing piece on the skid and lower printer onto it. Then place the remaining styrofoam packing pieces around the printer.



9. Place the box over the printer on the skid and secure it in place with the handle locks.

# Troubleshooting

## LCD MESSAGES

The liquid crystal display (LCD) on the control panel indicates the printer status and if there is a problem with the printer. Status and error messages are listed below together with an explanation of what each message means:

| LCD Message              | Meaning   |
|--------------------------|---|
| ***** DRUM NEAR LIFE     | An image drum is nearing the end of its life.<br>(***** indicates color)                            |
| ***** EMPTY              | Warning that Tray ***** is empty. MP Tray is Tray 0.  |
| ***** NEAR END           | The paper in the selected ***** is nearly finished.<br>(***** indicates paper tray).                |
| ***** TONER LOW          | Toner is low (***** indicates color).   |
| ***** TONER SENSOR ERROR | Error with the toner sensor (***** indicates color). Call for service.                              |
| BELT UNIT MISSING        | Transfer belt unit is missing.  |
| CANCELLING JOB           | Cancelling the current job.   |
| CENTRO I/F ERROR         | Centronics interface error (parallel interface).  |
| CHANGE ***** IMAGE DRUM  | Change the image drum (***** indicates color).  |
| CHANGE BELT UNIT         | Change the transfer belt.   |
| CHANGE FUSER UNIT        | Change the fuser unit.  |
| CHANGE PAPER TO *****    | Paper must be changed to correct paper size and/or media type (***** indicates size or media type). |
| CHECK *****              | Check Tray ***** for paper jam. MP tray is Tray 0.  |
| CHECK BELT UNIT          | Check the transfer belt for paper jam, correct installation, etc.                                   |
| CHECK DUPLEX             | Check the duplex unit for paper jam, correct installation, etc.                                     |

| LCD Message                | Meaning  |
|----------------------------|--|
| CHECK FUSER UNIT           | Check the fuser unit for paper jam, correct installation, etc.               |
| CHECK IMAGE DRUM           | Check the image drum for correct installation, etc. Color will be indicated. |
| COLLATE FAIL               | Collating of multiple copies has failed.                                     |
| COLOR ADJUSTING            | Adjusting head so that colors do not shift on to each other.                 |
| COLOR BALANCE ADJUST       | Adjust the color balance.  |
| COMMUNICATION ERROR        | There is an error with communications to computer.                           |
| DATA ARRIVE                | Data has been received but processing has not started yet.                   |
| DATA PRESENT               | Un-printed data remains in buffer. Waiting for data to follow.               |
| DISK FILE OPERATION FAILED | Error with hard disk operations.   |
| DISK FILESYSTEM IS FULL    | Hard disk/flash memory full.   |
| DISK FULL                  | The internal hard drive is full.   |
| EEPROM INITIALIZE ERROR    | Call for service.  |
| EMPTY                      | Indicates which paper tray is empty.   |
| ERROR POSTSCRIPT           | A PostScript error has occurred.   |
| FATAL ERROR                | Call for service.  |
| FUSER UNIT MISSING         | Fuser unit is missing.   |
| INSTALL ADDITIONAL MEMORY  | Additional memory is required before job can be printed.                     |
| INSTALL NEW IMAGE DRUM     | Install a new image drum. Color will be indicated.                           |
| INSTALL NEW TONER          | Install a new toner cartridge. Color will be indicated.                      |
| INSTALL PAPER CASSETTE     | Install the paper cassette. Paper tray will be indicated.                    |

| LCD Message              | Meaning   |
|--------------------------|---|
| INVALID DATA             | Data is incorrect.  |
| LOAD                     | Load correct paper size/type. Size/type will be indicated.    |
| MEDIA MISMATCH           | Paper type set via menu does not match that sent via driver.  |
| NETWORK ERROR            | Network error.  |
| OFFLINE                  | Shows off line status.  |
| ONLINE                   | Shows on line status.   |
| OPEN UPPER COVER         | Open the upper cover.   |
| PAPER JAM                | Indicates there is a paper jam.                               |
| PAPER SIZE ERROR         | Indicates wrong paper size.                                   |
| PLEASE POWER OFF         | Printer must be switched off after disk/flash initialization. |
| POWER SAVE               | The printer is in power save mode.                            |
| PRINTING                 | Data is being printed.  |
| PROCESSING               | Data is being processed.                                      |
| RAM CHECK                | RAM is being checked after switching printer on.              |
| REGISTRATION ADJUST TEST | Registration adjustment being tested.                         |
| REGISTRATION ERROR       | An error has occurred setting up the registration.            |
| REMOVE THE PAPER         | Indicates wrong paper being used.                             |
| RS232C FRAMING ERROR     | Serial framing error. Check configuration of serial card.     |
| RS232C OVERFLOW ERROR    | Serial overflow error. Check configuration of serial card.    |
| RS232C OVERRUN ERROR     | Serial overrun error. Check configuration of serial card.     |
| RS232C PARITY ERROR      | Serial parity error. Check configuration of serial card.      |
| SERVICE CALL             | A serious error has occurred. Call for service.               |

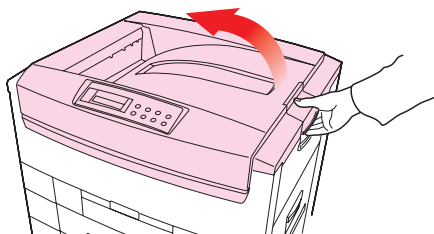
| LCD Message     | Meaning  |
|-----------------|--|
| SHUTDOWN        | Starts the shutdown procedure to protect the file system on hard disk. |
| SIZE MISMATCH   | Change paper to correct size/type. Press On-line to continue.          |
| STACKER FULL    | Stacker is full. Remove the paper.                                     |
| UNSUITABLE SIZE | Indicates wrong paper size.  |
| USB I/F ERROR   | USB interface error has occurred.                                      |
| WARMING UP      | The printer is warming up.   |



## PAPER JAMS

Paper jams are indicated by an error message on the display. Paper jams are cleared as follows:

1. Open the top cover of the printer.

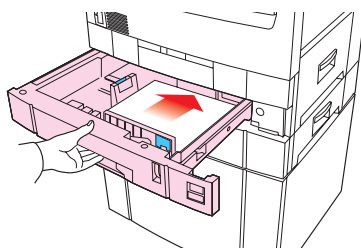
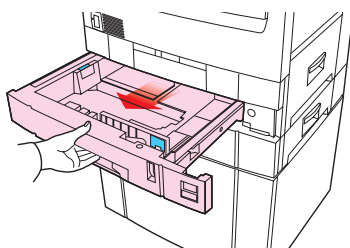


### NOTE

Do not close the top cover *completely* (until it latches) during this process. If the top cover is closed too soon, the paper jam error will not be cleared.

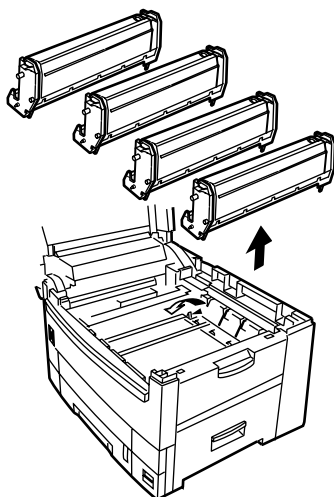
To minimize possible damage to the drums due to exposure to light, lower the top cover when appropriate, but do not press down to latch it.

2. **Check the paper tray:** Pull out the paper tray and remove any jammed paper from the printer, then gently push the paper tray back in.



### 3. Check the transfer belt and right side cover

- a. Remove all four image drums and place them on a flat surface away from light.

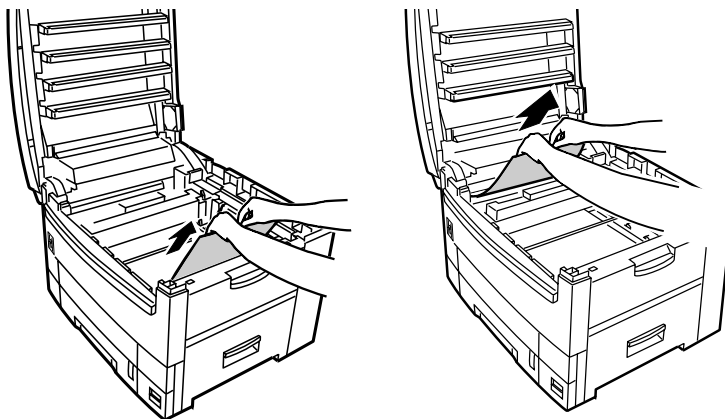


#### **CAUTION!**

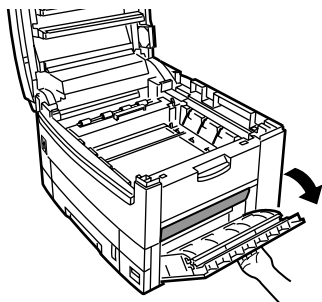
To avoid damage to the drums:

- Be careful to place the drums on a flat surface so that nothing contacts the shiny green surface in the bottom of the drum.
- Keep the image drums away from light.

- b.** Carefully remove any jammed paper from the transfer belt and top paper exit.

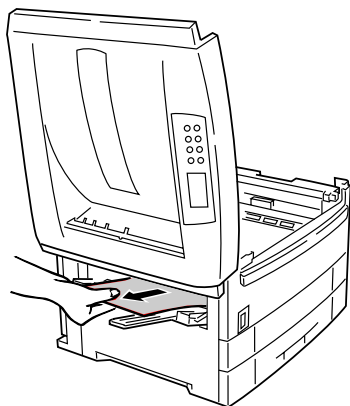


- c.** Open the right side cover and remove any jammed paper, then close the right side cover.



- d.** Put all four image drums back into the printer.

- 4. Check the straight-through exit paper tray:** remove any jammed paper from the side exit tray (if necessary, open the tray and remove any jammed paper, then close it).

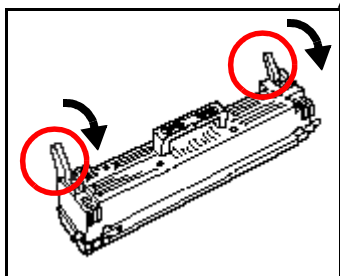
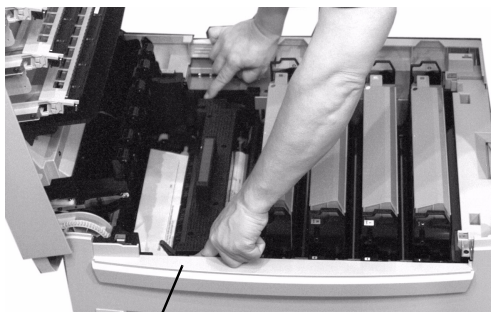


## 5. Check the fuser unit:

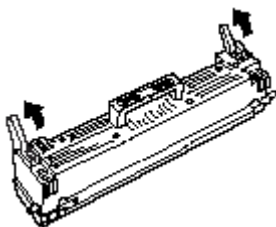
### **WARNING!**

*The fuser unit is very hot after printing. Always use the handle when lifting it.*

- a. Release the fuser roller lock levers at either end of the fuser and slowly remove the jammed paper.

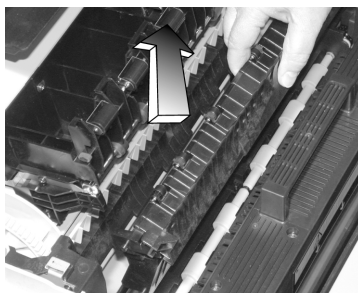
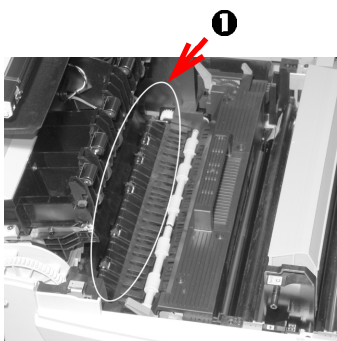


- b. Relock the levers at either end of the fuser.

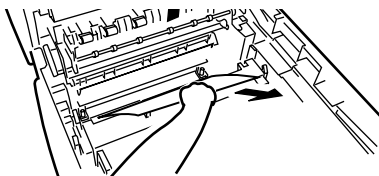


## 6. Check the paper separator:

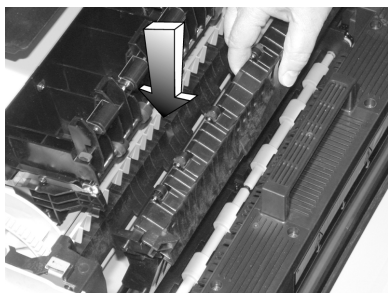
- a. Release and lift the separator (1).



- b. Remove any jammed paper from the printer.

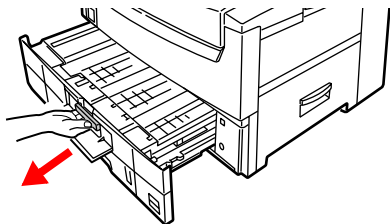


- c. Replace the separator.

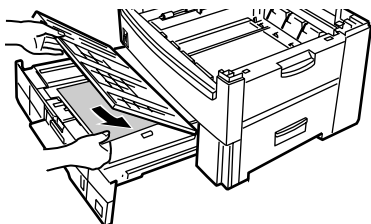


## 7. Check the duplex unit

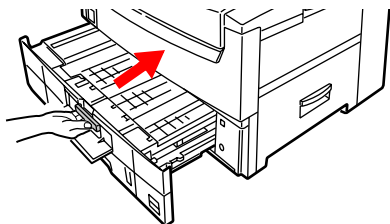
- a. Open the small front cover and pull on the blue handle to slide the duplex unit and paper tray out.



- b. Lift the duplex top cover and remove any jammed paper.



- c. Close the duplex top cover and slide the duplex unit/paper tray back into the printer.



- d. Close the small front cover.

- 8. Check any additional paper trays:** if any additional paper trays (1) or the high capacity feeder (2) are installed, pull out the paper trays and check that no paper is jammed along the various parts of the exit path.
- 

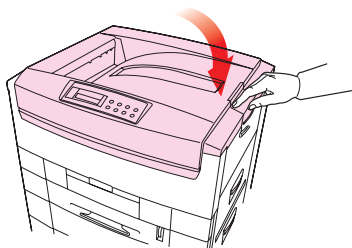


**1**



**2**

- 9. Close the top cover, pressing down to latch it in place.**

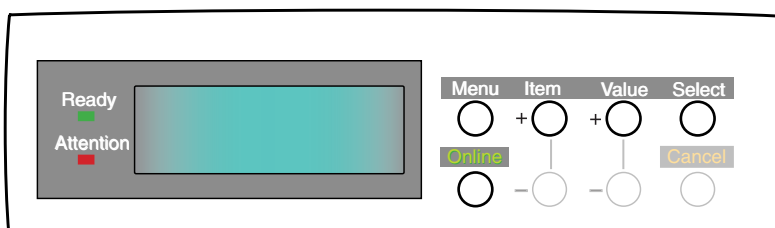




## PARALLEL TRANSMISSION MODE

The parallel port supports IEEE-1284 and ECP mode. If your computer's parallel port is not compatible with one of these modes, the printer may not print at all or it may print corrupted data.

To correct for this, enter the printer's Parallel Menu and change the ECP setting to Disable



1. Press the MENU button until **PARALLEL MENU** is displayed, then press the SELECT button.
2. Press the ITEM button until **ECP** is displayed.
3. Press the VALUE button to change the display to **DISABLE**.
4. Press the SELECT button.  
*An asterisk (\*) appears to the right of the selected setting.*
5. Press the ONLINE button to return the printer to online status.

## PROBLEM SOLVING

### Paper feed problems

Paper jams are frequent.

- More than one sheet feeds at a time.
- Paper curls.
- Paper feeds at an angle.

| Possible cause                            | Remedy  |
|---|---|
| The printer is not horizontal.            | Place the printer on a stable, level surface.                 |
| The paper is too thin.                    | Use the correct type of paper (see Specifications).           |
| The paper is moist or affected by static. | Store paper within specified temperature and humidity levels. |
| The paper is creased or wrinkled.         | Remove the creased/wrinkled paper from the feed tray.         |
| The paper is not aligned correctly.       | Adjust tray or manual feed guides.                            |
| Paper doesn't feed.                       | Correct paper feed selection in the printer driver.           |

### Paper jam has been cleared, but printer does not print.

| Possible cause  | Remedy  |
|---|---|
| The top cover has not remained open until all paper jams have been cleared. | Removing a paper jam is not sufficient:<br>Raise and <i>gently</i> lower the top cover, especially if the paper jam has been removed from behind the front cover. |

## PROBLEMS PRINTING FROM WINDOWS

### Cannot configure for parallel connection.

| Possible cause   | Remedy  |
|--|---|
| The computer does not support bi-directional parallel interface. | There is no fix for this problem. You should only use a computer that does support a bi-directional parallel interface. |
| Parallel cable does not meet specifications.                     | Use a bi-directional parallel cable to IEEE 1284–1994 standard.   |
| The interface is disabled.                                       | Check that the parallel interface is set to enable.   |
| Configuration procedure was not correctly followed or cancelled. | Configure again from the beginning.   |
| Parallel cable is disconnected or faulty.                        | Reconnect or try another cable.   |
| A converter, buffer or extension cable is being used.            | Test by connecting printer and computer directly.   |

## Cannot configure for USB connection.

### NOTES

- Windows 95 does not support USB.
- Windows 98 upgraded from Windows 95 may not support USB.
- Windows 98 original installation and Windows Me, 2000, NT and XP all support USB.
- The printer cannot be used with a USB hub.

| Possible cause   | Remedy   |
|--|--|
| Computer does not support USB interface.                         | Check if there is a USB controller in the Windows device manager.                        |
| USB cable does not meet specifications.                          | Use USB cable to specification Ver.1.1.  |
| Interface is disabled.   | Check that USB interface is set to Enable.   |
| Configuration procedure was not correctly followed or cancelled. | Configure again from the beginning.  |
| USB cable is disconnected or faulty.                             | Reconnect or try another cable.  |
| A USB hub is being used.   | The printer cannot be used with a USB hub.<br>Connect the printer and computer directly. |

## Printout is garbled or incorrect with parallel connection.

| Possible cause   | Remedy  |
|--|---|
| Possible mismatch on parallel connection between computer and printer. | Change parallel transmission mode (see Parallel Transmission Mode above). |

## Cannot print.

- **LPT WRITE ERROR** displayed.
- **PRNUSBX WRITE ERROR** is displayed.

| Possible cause   | Remedy   |
|--|--|
| Interface is disabled.   | In the printer menu settings, enable Parallel or USB interface.            |
| Printer is switched OFF.                                       | Switch ON.   |
| Printer interface cable is disconnected.                       | Reconnect the printer interface cable.                                     |
| A converter, buffer, extension cable or USB hub is being used. | Test by connecting printer and computer directly.                          |
| Printer driver output port is incorrect.                       | Set correct output port to which the printer interface cable is connected. |
| Printer is not selected in the printer driver.                 | Select the printer or set to default printer.                              |
| Incorrect printer driver is being used.                        | Delete this printer driver and install correct printer driver.             |

## Application error or general protection fault is displayed.

| Possible cause   | Remedy                              |
|--|-------------------------------------|
| Application is not suitable for Windows version.           | Upgrade the application.            |
| Memory is insufficient for number of applications running. | Close all other applications.       |
| Print file is corrupted.                                   | Correct or recreate the file.       |
| Memory is insufficient for application.                    | Increase computer's memory.         |
| Insufficient free space on hard disk.                      | Delete unnecessary files.           |
| Printer driver is incorrectly configured.                  | Correctly configure printer driver. |

## Printing is slow.

| Possible cause                                   | Remedy  |
|--|---|
| Print processing is carried out by the computer. | Use a computer with a faster processor.<br>Set lower print resolution in the printer driver |
| Data is too complex.                             | Simplify data.  |

## Printer requests paper size change to continue printing.

| Possible cause  | Remedy  |
|---|---|
| Paper loaded in tray is different size from that formatted in software application. | Either change paper in tray to match size formatted in application and press ONLINE to continue, or continue printing on existing paper by pressing ONLINE. |

# PROBLEMS WITH POOR QUALITY PRINTING

## Longitudinal white stripes

| Possible cause      | Remedy   |
|---------------------|--|
| LED head is dirty.  | Clean LED head with lens cleaner or soft tissue. |
| Toner is low.       | Change toner cartridge.                          |
| Image drum damaged. | Change image drum.                               |

## Longitudinal fading

| Possible cause                   | Remedy   |
|----------------------------------|--|
| LED head is dirty.               | Clean LED head with lens cleaner or soft tissue. |
| Toner is low.                    | Change toner cartridge.                          |
| Paper is unsuitable for printer. | Use recommended paper.                           |

## Faint printing

| Possible cause                                | Remedy  |
|---|---|
| The toner cartridge is incorrectly installed. | Reinstall the toner cartridge.                                |
| Toner is low.                                 | Change toner cartridge.                                       |
| The paper is moist.                           | Store paper within specified temperature and humidity levels. |
| Paper is unsuitable for printer.              | Use recommended paper.  |

## Fading in patches

| Possible cause      | Remedy  |
|---------------------|---|
| The paper is moist. | Store paper within specified temperature and humidity levels. |

## Longitudinal black stripes

| Possible cause                            | Remedy   |
|---|--|
| Image drum is damaged.                    | Replace image drum.  |
| Toner is low.                             | Change toner cartridge.  |
| Periodic black lateral lines or spots.    | <ul style="list-style-type: none"><li>• If the lines or spots occur at intervals of approximately 44 - 94 mm, the image drum (green tube) is damaged or dirty. If damaged, replace the image drum cartridge. If dirty, wipe the image drum gently with soft tissue. If this does not work, replace the image drum.</li><li>• If the lines or spots occur at intervals of approximately 113 mm, the fuser roller is damaged. Change the fuser unit.</li></ul> |
| The image drum has been exposed to light. | Remove the image drum from the printer and store it in a dark place for several hours. If this does not work, replace the image drum.  |

## Faint shading on unprinted sections

| Possible cause                                 | Remedy  |
|--|---|
| Paper has been affected by static electricity. | Store paper within specified temperature and humidity levels. |
| Paper is too thick.                            | Use recommended paper.  |
| Toner is low.                                  | Change toner cartridge.                                       |

## Blurred letter edges

| Possible cause                                     | Remedy   |
|--|--|
| LED is dirty.                                      | Clean LED with lens cleaner or soft tissue.              |
| Cannot print desired color because toner is low.   | Replace toner cartridge.                                 |
| Black formation method does not match application. | Open the printer driver and set black formation to CMYK. |



## MISCELLANEOUS PROBLEMS

### The power is on, but the printer does not go online.

| Possible cause | Remedy  |
|----------------|---|
| Bad connection | Switch off the printer and disconnect the power cable. Reconnect power cable and switch the printer on. If this does not clear the fault, call for service. |

### Print processing does not start.

| Possible cause | Remedy  |
|----------------|---|
| Printer error. | Check the control panel. If an error message is displayed, correct the problem. |

### Print processing cancels.

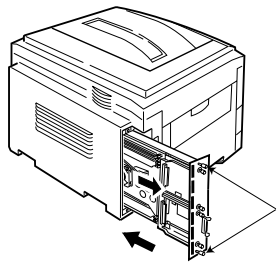
| Possible cause                         | Remedy                                |
|--|---------------------------------------|
| The printer interface cable is faulty. | Replace the printer interface cable.  |
| The time out setting is too short.     | Reset the time out to a higher value. |

### Printer makes a strange noise.

| Possible cause  | Remedy   |
|---|--|
| The printer is not horizontal.  | Place the printer on a stable, level surface.                |
| There are scraps of paper or other foreign matter inside the printer. | Check the inside of the printer and remove any such objects. |
| The top cover is not firmly shut.                                     | Press the left and right sides of the top cover.             |

**An asterisk (\*) symbol appears on the display, repeatedly moving across the first line then the second.**

| Possible cause  | Remedy   |
|---|--|
| The main board is not properly seated in the printer. | Turn the printer off, then reseal the main board and turn the printer back on again. |



**It takes a long time to start printing.**

| Possible cause   | Remedy   |
|--|--|
| The printer has to warm up returning from power save mode.                               | In the printer menu settings, set power save to a higher value to increase the length of time before entering power save mode. |
| The image drum carries out a cleaning process to ensure print quality, which takes time. | Wait until this process has been completed.  |
| The fuser unit adjusts temperature, which takes time.                                    | Wait until this process has been completed.  |
| The printer is processing data from another interface.                                   | Wait until this data is processed.   |

## Toner rubs off the printed surface.

| Possible cause   | Remedy   |
|--|--|
| Media Weight and Media Type settings may not be appropriate. | Set the value of media weight to the next heaviest one.  |
| Packing materials left on the fuser when it was installed.   | <b>Careful!</b> Fuser may be <b>HOT!</b> Open the top cover and check to be sure that all packing materials were removed from the fuser. To remove the fuser, see “Changing the fuser unit” on page 363. |

# Accessories

## INTRODUCTION

Depending on the configuration of your printer, you may wish to add one or more of the following options as your needs evolve:

- **Additional Memory:** see page 393
- **Hard Disk Drive (HDD):** see page 397
- **Duplex Unit:** see page 400
- **Paper Trays:** see page 403
- **High Capacity Feeder (HCF):** see page 406
- **Finisher:** see page 409

For all but the finisher, which is described in a separate manual, details of their physical installation are provided in this section.

# ADDITIONAL MEMORY

Additional memory increases the printer's capacity to process complex data:

- Recommended for duplex printing or if error messages appear when printing complex data.
- Used for graphic-intensive applications on networks.

Additional memory is available in 64Mb, 128Mb, and 256Mb modules.

## CAUTION!

- Due to the design of the memory modules, it is very important to install the modules in sequence according to the part number/capacity printed on the module
- Use the sequence Slot 1 → Slot 3 → Slot 2, placing the highest capacity (MB) module in Slot 1.
- If the modules being installed are higher in capacity than the one(s) already installed, remove the ones installed, sort them properly with the new ones and reinstall them in the proper 1 → 3 → 2 sequence.

For example:

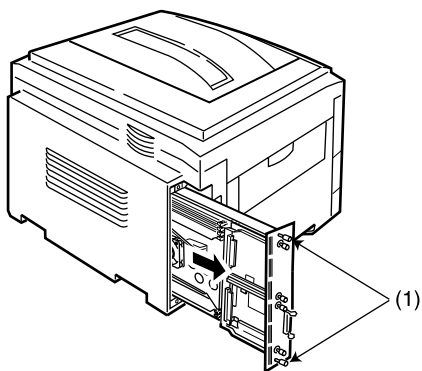
|                  |               |               |               |
|------------------|---------------|---------------|---------------|
| <b>SDRAM:</b>    | <b>256 MB</b> | <b>128 MB</b> | <b>64 MB</b>  |
| <b>Place in:</b> | <b>Slot 1</b> | <b>Slot 3</b> | <b>Slot 2</b> |

## Installing additional memory

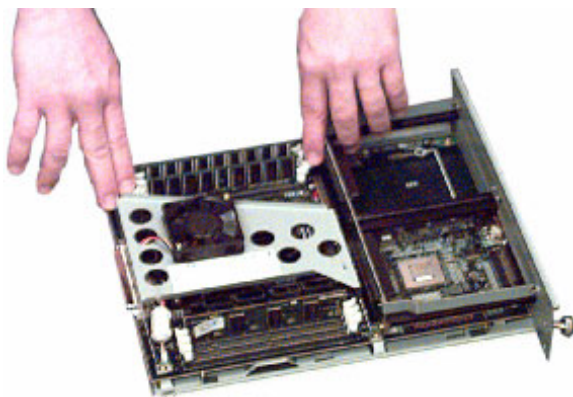
### NOTE

If the maximum amount of memory is being installed in the printer (three 256 MB modules), the memory modules that were originally installed must be removed.

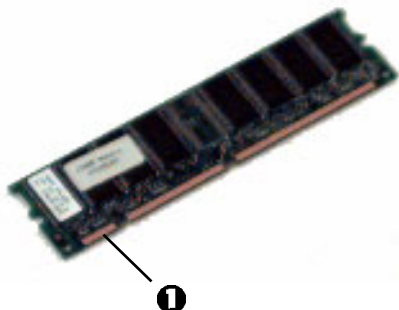
1. Switch off the printer and disconnect the power cable and printer interface cable.
2. Loosen the two screws (1) and remove the main board.



3. Insert the memory modules the slots as follows: push out the white tabs at either end of the socket.



- a. Align the module with the narrow strip (1) on its metallic contact edge to the right (toward the slot identifier numbers ) of the control board.



- b. Carefully insert the module in the socket, placing the ends into the slot in the lock tabs. Press down firmly, until you feel the board engage the connector, then make sure the white tabs come up to lock the module in place..



4. Replace the main board and secure it with the two screws.
5. Reconnect the printer interface cable and power cable, then switch on the printer.

### NOTE

**If the error message SERVICE CALL/034 appears on the LCD after switching the printer on, *turn the printer off* and pull the main board back out and make sure the memory modules have been installed correctly.**

6. Print a MenuMap (see “Printing the MenuMap” on page 33) and check that the Total Memory Size shown at the top of the MenuMap matches the memory now installed in the printer. If it doesn't, *turn the printer off* and pull out the main board and check to be sure that the modules are all *firmly seated* in their connectors.
7. In the printer driver(s), change the installed memory to match the new value:
  - For Windows XP: see page 79
  - For Windows 2000: see page 152
  - For Windows Me/98/95 (PostScript driver only): see page 223
  - For Windows NT 4.0: see page 285

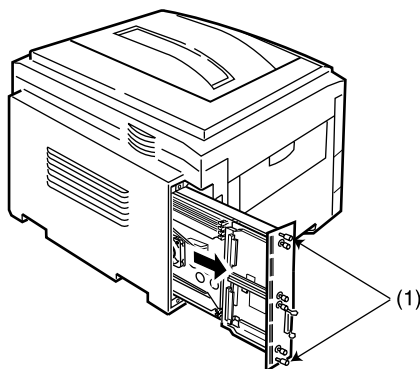


## INTERNAL HARD DISK DRIVE

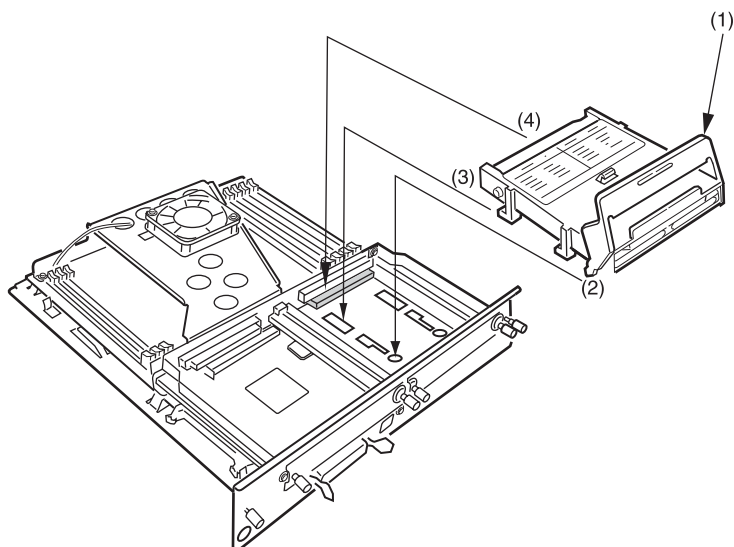
The optional internal hard disk is used to store documents for proof and print, password or secure printing.

### Installing the hard disk drive

1. Switch off the printer and disconnect the power cable and printer interface cable.
2. Loosen the two screws (1) and remove the main board.



3. Hold the hard disk drive by the locking handle (1), then insert the handle locating lugs (2) and four locating feet (3) into the holes in the main board making sure the hard disk connector (4) starts to engage with the socket on the control board.



4. *Gently* push down on the locking handle (1) making sure the hard disk moves forward and fully engages with the socket.
5. Replace the main board and secure it with the two screws.
6. Connect the printer interface cable and power cable, then switch on the printer.
7. Print a MenuMap (see “Printing the MenuMap” on page 33) and check that the HDD appears at the top of the MenuMap. If it doesn't, pull the main board back out and reseat the HDD.

The printer will automatically configure to include this option. However, you can also set the menu manually as follows:

1. Press the MENU button until **DISK MAINTENANCE** is displayed, then press the SELECT button.
2. When **HDD INITIALIZE** is displayed, press the SELECT button.
3. Press the ITEM button to shut down the printer.

4. Switch the printer on again (The printer has to be switched off and back on again to initialize the hard disk before use).

### **NOTE**

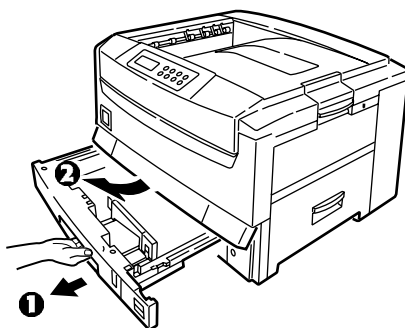
- **When initializing the hard disk, any fonts, overlays or print jobs that have been acknowledged will be erased.**
- **The Storage Device Manager can also be used to initialize the hard disk after installation. Please refer to the User Guide for the Storage Device Manager.**

5. In the printer driver(s), change the settings to include the new hard disk drive:
  - For Windows XP: see page 80
  - For Windows 2000: see page 153
  - For Windows Me/98/95 (PostScript driver only): see page 225
  - For Windows NT 4.0: see page 286

# DUPLEX UNIT

## Installation

1. Switch off the printer and disconnect the power cable.
2. Remove the paper tray (1): slide it out until it reaches its stop, then lift up to remove the tray completely from the printer.

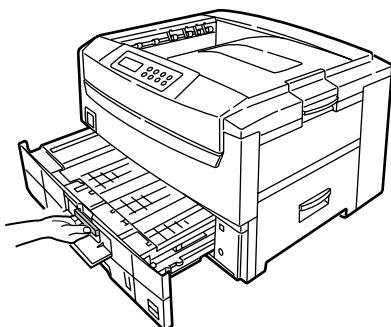


3. Remove the front cover (2) by lifting it at both ends.

## NOTE

**Do not discard the front cover. If the duplex unit is removed, the front cover has to be reinstalled.**

4. Place the duplex unit on top of the paper tray so that they are aligned flush, then open the small cover on the duplex unit and pull the blue handle gently until the duplex unit and paper tray are locked together.



5. Slide the duplex unit and paper tray as a complete unit back into the printer.
6. Connect the power cable and switch the printer on.

### NOTE

The printer menu will automatically configure to include this option. However, you can also set it manually as follows:

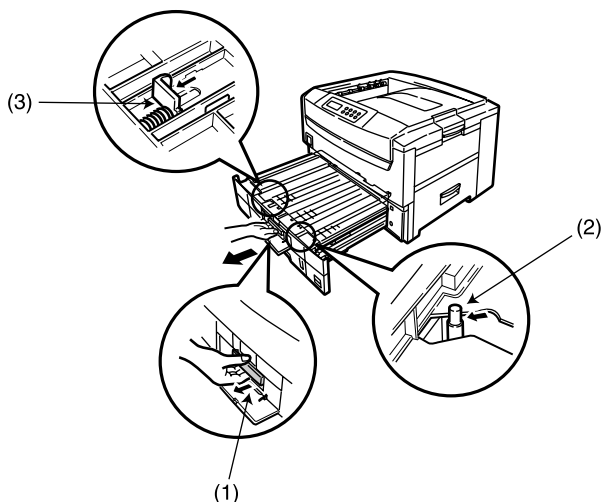
- Press the **MENU** button until **PRINT MENU** is displayed, then press the **SELECT** button.
- Press the **ITEM** button until **DUPLEX** is displayed.
- Press the **VALUE** button until **ON** is displayed then press the **SELECT** button. An asterisk (\*) appears to show that duplex has been set to on.
- Press the **ONLINE** button to turn the printer back on line.

7. In the printer driver(s), change the settings to include the new duplex unit:
  - For Windows XP: see page 84
  - For Windows 2000: see page 157
  - For Windows Me/98/95 (PostScript driver only): see page 227
  - For Windows NT 4.0: see page 290

## Removing the duplex unit

The duplex unit may be removed from the printer as follows.

1. Switch off the printer and disconnect the power cable.
2. Open the small front cover and pull the colored handle (1) to slide the duplex unit/paper tray out of the printer as a complete unit.



3. Slightly lift up the duplex unit/paper tray together and remove completely from the printer.
4. Pull the post (2) forward and pull the two stoppers (3) forward to release the duplex unit from the paper tray, then remove the duplex unit from the paper tray.
5. Reattach the original front cover, then reinstall the paper tray.
6. Connect the power cable and switch the printer on.
7. Change the DUPLEX setting in the menu to OFF: to do this, follow the steps in the NOTE on page 401 in reverse.
8. Press the ONLINE button to turn the printer back to online status.
9. Disengage the duplex option setting in the printer driver:
  - For Windows XP: see page 84
  - For Windows 2000: see page 157
  - For Windows Me/98/95 (PostScript driver only): see page 227
  - For Windows NT 4.0: see page 290

## ADDITIONAL PAPER TRAYS

Two additional paper trays can be installed and, when combined with the standard paper tray, paper capacity increases to approximately 1650 sheets.

### Installation

1. Switch off the printer and disconnect the power cable and printer interface cable.

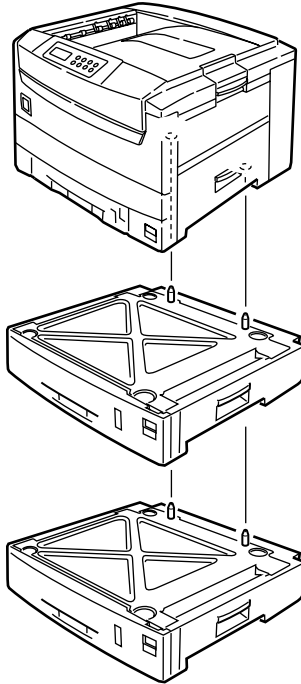
#### **WARNING!**

*The printer weighs 160 lbs. ( 72 kg) without the duplex unit;  
172 lbs. (78 kg) with the duplex unit installed (dxn models).  
Three (3) people are required to lift the printer safely.*

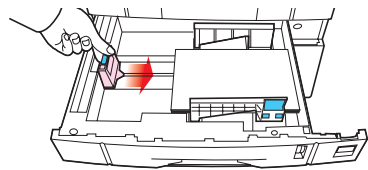
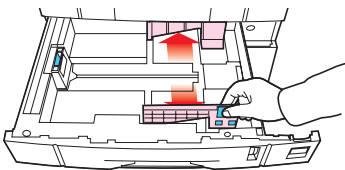
## NOTE

If installing both additional paper trays, put the two additional paper trays together as one unit first, then install the printer on top of the two additional paper trays.

2. Lower the printer *gently* on to the additional paper tray unit aligning the holes and connection socket on the base of the printer with the locating pegs and connector on the additional paper tray unit.



3. Load paper in each tray, using the same procedure you use for loading paper in Tray 1.





4. Fold the tray media size identifier sheet to expose the appropriate media size, then insert it in the holder at the right end of the tray.



5. Place the appropriate self-adhesive tray number identifier label (2 or 3) supplied with the optional tray on the lower rectangle at the right side of the tray.



6. Connect the printer interface cable and power cable, then switch on the printer.
7. Print a MenuMap (see "Printing the MenuMap" on page 33) and check that the newly added tray(s) now appear under the MEDIA MENU as Tray2, Tray3.
8. In the printer driver(s), change the settings to include the new trays:
  - For Windows XP: see page 82
  - For Windows 2000: see page 155
  - For Windows Me/98/95 (PostScript driver only): see page 226
  - For Windows NT 4.0: see page 288

## HIGH CAPACITY FEEDER (HCF)

The high capacity feeder consists of three paper trays together as one unit, mounted on casters. Each tray holds approximately 550 sheets, depending on paper weight, increasing the total printer capacity to about 2200 sheets. This high capacity feeder can be combined with *one* additional paper tray to give a maximum printer capacity of 2750 sheets.

### NOTE

The high capacity feeder *cannot* be used with more than one additional paper trays.

### Installing the high capacity feeder

1. Switch off the printer and disconnect the power cable and printer interface cable.

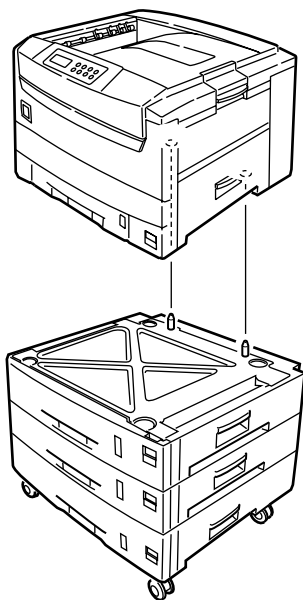
### WARNING!

*The printer weighs 160 lbs. ( 72 kg) without the duplex unit; 172 lbs. (78 kg) with the duplex unit installed (dxn models). Three (3) people are required to lift the printer safely.*

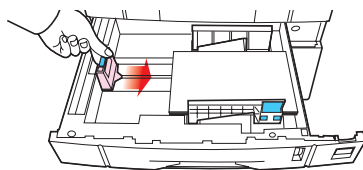
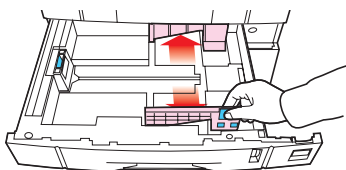
## NOTE

If installing the high capacity feeder and one additional paper tray, put the high capacity feeder and additional paper tray together as one unit first, then install the printer on top.

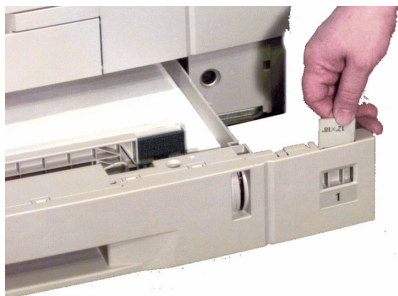
2. Lower the printer gently on to the high capacity feeder aligning the holes and connection socket on the base of the printer with the pins and connector plug on the high capacity feeder.



3. Load paper in each tray, using the same procedure you use for loading paper in Tray 1.



4. Fold the tray media size identifier sheets supplied with the High Capacity Feeder to expose the appropriate media size, then insert them in the holder at the right end of each tray.



5. Place the appropriate self-adhesive tray number identifier labels supplied with the High Capacity Feeder on the lower rectangle at the right side of each tray.



6. Connect the printer interface cable and power cable, then switch on the printer.
7. Print a MenuMap (see "Printing the MenuMap" on page 33) and check that the newly added trays (Tray2, 3 and 4 if only the HCF is installed, or Tray3, 4, and 5 if the optional tray is also installed) appear under the MEDIA MENU.
8. In the printer driver(s), change the settings to include the newly added high capacity feeder trays:
  - For Windows XP: see page 86
  - For Windows 2000: see page 159
  - For Windows Me/98/95 (PostScript driver only): see page 228
  - For Windows NT 4.0: see page 292

## NOTE

To engage the printer's Automatic Tray Switching feature:

- Press the **MENU** button until the **PRINT MENU** is displayed and press the **SELECT** button.
- Press the **ITEM** button until **AUTO TRAY SWITCH** is displayed.
- Press the **VALUE** button to change the setting to **ON**, then press **SELECT**.
- Press **ONLINE** to place the printer back online.

## FINISHER

The Finisher allows you to staple, punch and offset the printed documents emerging from your printer.

The accessories available are:

- C9300/C9500 Finisher with 2 hole punching
- C9300/C9500 Finisher with 4 hole punching
- Finisher Interface Kit
- Finisher Stand

For full details, refer to the Finisher User's Guide.

# Specifications

|                            |  |
|----------------------------|--|
| <b>Print method</b>        | LED exposed light source electronic photographic memory  |
| <b>Resolution</b>          | C9300 - 600x1200 dpi<br>C9500 - 1200x1200 dpi  |
| <b>Colors</b>              | Cyan, magenta, yellow, black (CMYK)  |
| <b>Processor speed</b>     | C9300: 450 MHz, C9500: 600 MHz   |
| <b>Memory</b>              | C9300 - 128 MB standard (Extra memory may be required with Duplex unit)<br>C9300n - 128 MB standard<br>C9300dxn - 192 MB standard<br>C9500dxn - 320 MB standard<br>(Up to 1 Gb max with optional memory modules) |
| <b>HDD</b>                 | Capacity - 10 MB   |
| <b>Emulations</b>          | PostScript3, PCL5c<br>Epson FX and IBM ProPrinter dot matrix emulations  |
| <b>Operating platforms</b> | Windows XP, 2000, Me, 98, 95, NT 4.0<br>MacOS 8.6 - 9.x, Mac OS X (10.1 and above), Classic  |
| <b>Internal fonts</b>      | PostScript 3, PCL5c fonts  |
| <b>Time to Print Start</b> | First print time: 10 secs (black), 11.5 secs (color)<br>Warm up time: 160 secs   |

|  |  |
|--|--|
| <b>Parallel Interface</b>                                | <p><i>Designation:</i> IEEE-1284</p> <p><i>Connection:</i> 36-pin, IEEE 1284-compliant</p> <p><i>Required cable:</i> Standard bi-directional IEEE-1284 compatible cable of up to 6 ft. (1.8 meters). Must comply with FCC regulations, must be shielded with twisted pair conductors, and must be UL and CSA approved.</p> <p><i>Transmission modes:</i> Compatible, Nibble, ECP</p> <p>Interface level: low = +0.0 to 0.8V, high = +2.4 to 5.0V</p> |
| <b>Universal Serial Bus (USB) interface</b>              | <p><i>Designation:</i> USB specification Version 1.1</p> <p><i>Connection:</i> USB Type B</p> <p><i>Required cable:</i> Shielded, USB specification Version 1.1</p> <p><i>Transmission mode:</i> Full speed<br/>(12 Mbps + 25% maximum)</p> <p><i>Power control:</i> self powered device</p>   |
| <b>Network</b>   | 100BASE-TX/10BASE-T (option)   |
| <b>Print speed in pages per minute (ppm)<sup>a</sup></b> | <p><i>Color:</i> letter = 30 ppm, tabloid = 16 ppm</p> <p><i>Monochrome:</i> letter = 37 ppm, tabloid = 20 ppm</p> <p><i>Transparencies, color:</i> letter = 10 ppm</p>  |
| <b>Paper feed<sup>b</sup></b>                            | Paper tray, manual feed, optional additional paper tray(s), optional high capacity feeder  |
| <b>Media size - Trays 1 thru 5</b>                       | <p>Letter, Legal-14, Legal-13.5, Legal-13</p> <p>Tabloid, Tabloid Extra, Executive</p> <p>A3, A3 Nobi, A3 Wide, A4, A5, B4, B5</p> <p>A6 (Tray 1 only)</p>   |

<sup>a</sup> Print speed varies with paper size, media weight and paper feed.

<sup>b</sup> Exit method is limited by paper size, media weight and paper feed.

|                             |  |
|-----------------------------|--|
| <b>Media size - MP tray</b> | Letter, Legal-14, Legal-13.5, Legal-13, Tabloid, Tabloid Extra, Executive A3, A3 Nobi, A3 Wide, A4, A5, B4, B5, A6<br>Envelopes: C5, DL, C4, Com-9, Com-10, Monarch Custom (up to 1200mm length)   |
| <b>Paper capacity</b>       | <p><i>Tray 1</i></p> <ul style="list-style-type: none"> <li>• 530 sheets 20-lb.US Bond paper</li> <li>• 250 transparencies</li> </ul> <p><i>Optional Trays 2 and 3</i></p> <ul style="list-style-type: none"> <li>• 530 sheets 20-lb. US Bond paper</li> </ul> <p><i>Optional High Capacity Feeder</i></p> <ul style="list-style-type: none"> <li>• Three trays, each 530 sheets 20-lb. US Bond paper</li> </ul> <p><i>Multi-Purpose tray</i></p> <ul style="list-style-type: none"> <li>• 100 sheets 20-lb US Bond</li> <li>• 50 Transparencies</li> <li>• 10 Envelopes</li> <li>• 3/8-inch (1 cm) stack of labels</li> </ul> |
| <b>Media weight</b>         | <p><i>Trays 1 to 5:</i> 17 to 54 lb. US Bond (64 to 203 g/m<sup>2</sup>)</p> <p><i>Multi-purpose tray:</i> 17 to 54 lb. US Bond—up to 113 lb. Index—(64 to 203 g/m<sup>2</sup>)</p> <p><i>Duplex unit:</i> 20 to 28-lb. US Bond (75 to 105 g/m<sup>2</sup>)</p>  |
| <b>Paper exit capacity</b>  | <p>500 sheets top (face down) exit (see Note)</p> <p>100 sheets straight-through (face up) exit</p>  |
| <b>Print margin</b>         | ¼-inch (6.4 mm) minimum outside the print margin   |
| <b>Print accuracy</b>       | <p><i>Start:</i> ±2 m</p> <p><i>Paper skew:</i> ±1 mm per 100 mm</p> <p><i>Image expansion/compression:</i> ±1 mm per 100 mm</p>   |
| <b>Startup time</b>         | Less than 3 min. from powering up (25°C)   |
| <b>Power supply</b>         | <p>120 (115-127) volts AC, 60 Hz ± 2 Hz</p> <p>OR</p> <p>230 (198-264) volts AC, 50 Hz ± 2 Hz</p>  |



|                              |   |
|------------------------------|---|
| <b>Power consumption</b>     | Operating: 1600 W max.; 800 W average<br>Standby: 1300 W max.; 250 W average  |
| <b>Operating environment</b> | <p><i>Operating:</i></p> <ul style="list-style-type: none"> <li>• 50 to 90°F (10 to 32 °C)</li> <li>• 20 to 80% RH<br/>maximum wet bulb temperature 77°C (25°C)</li> </ul> <p><i>For maximum print quality</i></p> <ul style="list-style-type: none"> <li>• 62.6 to 80.6°F ( 17 to 27 °C)</li> <li>• 50 to 70% RH</li> </ul> <p><i>Off</i></p> <ul style="list-style-type: none"> <li>• 32 to 110°F (0 to 43 °C)</li> <li>• 10 to 90% RH</li> </ul> <p><i>Storage</i></p> <ul style="list-style-type: none"> <li>• -14 to 110°F (-10 to 43°C)</li> <li>• 10 to 90 RH</li> </ul> |
| <b>Duty cycle</b>            | <p><i>Average:</i> 16,600 sheets per month</p> <p><i>Maximum:</i> 83,000 sheets per month</p>   |
| <b>Noise level</b>           | <p><i>Operating:</i> 55 dBA</p> <p><i>Standby:</i> 45 dBA</p> <p><i>Power save:</i> 43 dBA</p>  |
| <b>Product life</b>          | 5 years or 1,000,000 sheets   |
| <b>Dimensions</b>            | <p><i>Width:</i> 26.2 inches (666 mm)</p> <p><i>Depth:</i> 24.6 inches (626 mm)</p> <p><i>Height:</i> 18.1 inches (460 mm)</p>  |
| <b>Weight</b>                | 160 lbs. (72 kg) not including optional accessories and paper   |

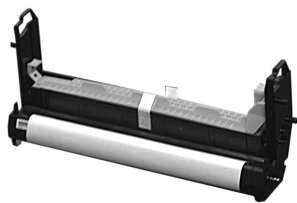
# Consumables

## TONER



| Description .....  | Order No. |
|--------------------|-----------|
| Black Toner .....  | 41963604  |
| Cyan Toner .....   | 41963603  |
| Magenta Toner..... | 41963602  |
| Yellow Toner ..... | 41963601  |

## DRUMS



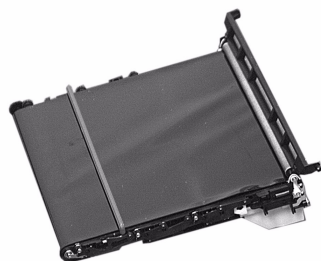
| Description .....        | Order No. |
|--------------------------|-----------|
| Black Image Drum .....   | 41963404  |
| Cyan Image Drum .....    | 41963403  |
| Magenta Image Drum ..... | 41963402  |
| Yellow Image Drum.....   | 41963401  |

# FUSER UNITS



| Description .....      | Order No. |
|------------------------|-----------|
| Fuser Unit, 120V ..... | 41946101  |
| Fuser Unit, 230V ..... | 41946103  |

# TRANSFER BELT



| Description .....  | Order No. |
|--------------------|-----------|
| Transfer belt..... | 41946001  |

**OKI® PRINT MEDIA**

**OKI Banner Paper**



White, 70-lb. Index, 35.4" x 12.9". 100 sheets ..... **Order No. 52206001**

**OKI SynFlex™: Waterproof and Tear proof**



White, 8½ x 11". 100 sheets ..... **Order No. 52205901**

**OKI Bright White Proofing Paper**

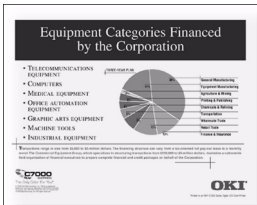
32-lb. US Bond, 8½ x 11". 500 sheets ..... **Order No. 52206101**  
32-lb. US Bond, 11 x 17". 500 sheets ..... **52206102**  
32-lb. US Bond, 12 x 18". 500 sheets ..... **52206103**

OKI® PRINT MEDIA (CONTINUED)

OKI Premium Card Stock

|   |           |
|---|-----------|
|   | Order No. |
| White, 60 lb. Cover, 8½ x 11". 250 sheets.....  | 52205601  |
| White, 90 lb. Index, 8½ x 11". 250 sheets.....  | 52205602  |
| White, 110 lb. Index, 8½ x 11". 250 sheets..... | 52205603  |

OKI Premium Color Transparencies



|                           |           |
|---------------------------|-----------|
|                           | Order No. |
| 8½ x 11". 50 sheets ..... | 52205701  |

OKI Premium Envelopes: Security Tint, Redi-Strip Seal



|                              |           |
|------------------------------|-----------|
|                              | Order No. |
| White, COM-10. Box 100 ..... | 52206301  |
| White, COM-10. Box 500 ..... | 52206302  |

# Factory default settings

## PRINT MENU

| Item                | Factory default setting |
|---------------------|-------------------------|
| COPIES              | 1                       |
| DUPLEX              | OFF                     |
| BINDING             | LONG EDGE               |
| OUTPUT BIN          | FACE DOWN               |
| JOB OFFSET          | ON                      |
| PAPER FEED          | TRAY1                   |
| AUTO TRAY SWITCH    | ON                      |
| TRAY SEQUENCE       | DOWN                    |
| MP TRAY USAGE       | FEED WHEN MISMATCHING   |
| MEDIA CHECK         | ENABLE                  |
| TRANSPARENCY DETECT | AUTO                    |
| RESOLUTION          |                         |
| C9300               | 600 X 1299 DPI          |
| C9500               | 1200 DPI                |
| TONER SAVE MODE     | OFF                     |
| MONO-PRINT SPEED    | AUTO                    |
| ORIENTATION         | PORTRAIT                |
| LINE PER PAGE       | 60                      |
| EDIT SIZE           | CASSETTE SIZE           |

## MEDIA MENU

| Item                | Factory default setting |
|---------------------|-------------------------|
| TRAY1 MEDIATYPE     | PLAIN                   |
| TRAY1 MEDIAWEIGHT   | AUTO                    |
| TRAY2 MEDIATYPE     | PLAIN                   |
| TRAY2 MEDIAWEIGHT   | AUTO                    |
| TRAY3 MEDIATYPE     | PLAIN                   |
| TRAY3 MEDIAWEIGHT   | AUTO                    |
| TRAY4 MEDIATYPE     | PLAIN                   |
| TRAY4 MEDIAWEIGHT   | AUTO                    |
| TRAY5 MEDIATYPE     | PLAIN                   |
| TRAY5 MEDIAWEIGHT   | AUTO                    |
| MP TRAY MEDIASIZE   | LETTER LONG EDGE        |
| MP TRAY MEDIATYPE   | PLAIN                   |
| MP TRAY MEDIAWEIGHT | AUTO                    |
| UNIT OF MEASURE     | INCHES                  |
| X DIMENSION         | 8.5 INCHES              |
| Y DIMENSION         | 11 INCHES               |

## COLOR MENU

| Item                    | Factory default setting |
|-------------------------|-------------------------|
| AUTO DENSITY MODE       | AUTO                    |
| ADJUST DENSITY          | [EXECUTE]               |
| COLOR TUNING            | [PRINT PATTERN]         |
| CYAN HIGH-LIGHT         | 0                       |
| CYAN MID-TONE           | 0                       |
| CAN DARK                | 0                       |
| MAGENTA HIGH-LIGHT      | 0                       |
| MAGENTA MID-TONE        | 0                       |
| MAGENTA DARK            | 0                       |
| YELLOW HIGH-LIGHT       | 0                       |
| YELLOW MID-TONE         | 0                       |
| YELLOW DARK             | 0                       |
| BLACK HIGH-LIGHT        | 0                       |
| BLACK MID-TONE          | 0                       |
| BLACK DARK              | 0                       |
| CYAN DARKNESS           | 0                       |
| MAGENTA DARKNESS        | 0                       |
| YELLOW DARKNESS         | 0                       |
| BLACK DARKNESS          | 0                       |
| ADJUST REGISTRATION     | [EXECUTE]               |
| CYAN REG FINE ADJUST    | 0                       |
| MAGENTA REG FINE ADJUST | 0                       |
| YELLOW REG FINE ADJUST  | 0                       |
| INK SIMULATION          | OFF                     |
| UCR                     | LOW                     |
| CMY100% density         | DISABLE                 |



## SYSTEM CONFIG MENU

| Item                  | Factory default setting |
|-----------------------|-------------------------|
| POWER SAVE DELAY TIME | 60 MIN                  |
| PERSONALITY           | AUTO EMULATION          |
| USB PS-PROTOCOL       | RAW                     |
| NETWORK PS PROTOCOL   | RAW                     |
| CLEARABLE WARNING     | ON                      |
| AUTO CONTINUE         | OFF                     |
| MANUAL TIMEOUT        | 60 SEC.                 |
| WAIT TIMEOUT          | 40 SEC.                 |
| LOW TONER             | CONTINUE                |
| JAM RECOVERY          | ON                      |
| ERROR REPORT          | OFF                     |
| LANGUAGE              | ENGLISH                 |

## PCL EMULATION MENU

| Item             | Factory default setting |
|------------------|-------------------------|
| FONT SOURCE      | RESIDENT                |
| FONT No.         | I000                    |
| FONT PITCH       | 10.00 CPI               |
| FONT HEIGHT      | 12.00 POINT             |
| SYMBOL SET       | PC-8                    |
| A4 PRINT WIDTH   | 78 COLUMN               |
| WHITE PAGE SKIP  | OFF                     |
| CR FUNCTUION     | CR                      |
| LF FUNCTION      | LF                      |
| PRINT MARGIN     | NORMAL                  |
| TRUE BLACK       | OFF                     |
| PEN WIDTH ADJUST | ON                      |

## PPR EMULATION MENU

| Item            | Factory default setting |
|-----------------|-------------------------|
| CHARACTER PITCH | 10 CPI                  |
| FONT CONDENSE   | 10 CPI TO 12 CPI        |
| CHARACTER SET   | SET 2                   |
| SYMBOL SET      | IBM-437                 |
| LETTER O STYLE  | DISABLE                 |
| ZERO CHARACTER  | NORMAL                  |
| LINE PITCH      | 6 LPI                   |
| WHITE PAGE SKIP | OFF                     |
| CR FUNCTUION    | CR                      |
| LF FUNCTION     | LF                      |
| LINE LENGTH     | 80 COLUMN               |
| FORM LENGTH     | 11 INCH                 |
| TOF POSITION    | 0.0 INCH                |
| LEFT MARGIN     | 0.0 INCH                |
| FIT TO LETTER   | ENABLE                  |
| TEXT HEIGHT     | SAME                    |
| CONT PAPER MODE | OFF                     |

## FX EMULATION MENU

| Item            | Factory default setting |
|-----------------|-------------------------|
| CHARACTER PITCH | 10 CPI                  |
| CHARACTER SET   | IBM-457                 |
| SYMBOL SET      | PC - 8                  |
| LETTER 0 STYLE  | DISABLE                 |
| ZERO CHARACTER  | NORMAL                  |
| LINE PITCH      | 6 LPI                   |
| WHITE PAGE SKIP | OFF                     |
| CR FUNCTUION    | CR                      |
| LINE LENGTH     | 80 COLUMN               |
| FORM LENGTH     | 11 INCH                 |
| TOF POSITION    | 0.0 INCH                |
| LEFT MARGIN     | 0.0 INCH                |
| FIT TO LETTER   | ENABLE                  |
| TEXT HEIGHT     | SAME                    |
| CONT PAPER MODE | OFF                     |

## PARALLEL MENU

| Item            | Factory default setting |
|-----------------|-------------------------|
| PARALLEL        | enable                  |
| BI-DIRECTION    | enable                  |
| ECP             | enable                  |
| ACK WIDTH       | narrow                  |
| ACK/BUSY TIMING | ack-in-busy             |
| I-PRIME         | disable                 |
| OFFLINE RECEIVE | DISABLE                 |

## USB MENU

| Item            | Factory default setting |
|-----------------|-------------------------|
| USB             | Enable                  |
| SOFT RESET      | disable                 |
| OFFLINE RECEIVE | DISABLE                 |

## NETWORK MENU

| Item            | Factory default setting |
|-----------------|-------------------------|
| TCP/IP          | ENABLE                  |
| NETWARE         | ENABLE                  |
| ETHERTALK       | ENABLE                  |
| NETBEUI         | ENABLE                  |
| FRAME TYPE      | AUTO                    |
| DHCP/BOOTP      | ENABLE                  |
| RARP            | DISABLE                 |
| IP ADDRESS      | 0.0.0.0                 |
| SUBNET MASK     | 0.0.0.0                 |
| GATEWAY ADDRESS | 0.0.0.0                 |
| PRINT SETTINGS  | OFF                     |
| INITIALIZE      | OFF                     |

## MEMORY MENU

| Item              | Factory default setting |
|-------------------|-------------------------|
| RECEIVE BUFF SIZE | AUTO                    |
| RESOURCE SAVE     | OFF                     |
| FLASH INITIALIZE  | [EXECUTE]               |
| PS FLASH RESIZE   | 0.5Mb                   |

## SYSTEM ADJUST MENU

| Item                | Factory default setting |
|---------------------|-------------------------|
| X ADJUST            | 0.0 mm                  |
| Y ADJUST            | 0.0 mm                  |
| DUPLEX X ADJUST     | 0.0 mm                  |
| DUPLEX Y ADJUST     | 0.0 mm                  |
| TRAY1 A3 Nobi PAPER | TABLOID EXTRA           |
| TRAY1 LEGAL14 PAPER | LEGAL 14                |
| TRAY2 A3 Nobi PAPER | TABLOID EXTRA           |
| TRAY2 LEGAL14 PAPER | LEGAL 14                |
| TRAY3 A3 Nobi PAPER | TABLOID EXTRA           |
| TRAY3 LEGAL14 PAPER | LEGAL 14                |
| TRAY4 A3 Nobi PAPER | TABLOID EXTRA           |
| TRAY4 LEGAL14 PAPER | LEGAL 14                |
| TRAY5 A3 Nobi PAPER | TABLOID EXTRA           |
| TRAY5 LEGAL14 PAPER | LEGAL 14                |
| PCL TRAY2 ID#       | 5                       |
| PCL TRAY3 ID#       | 20                      |
| PCL TRAY4 ID#       | 21                      |
| PCL TRAY5 ID#       | 22                      |
| PCL MP TRAY ID#     | 4                       |
| DRUM CLEQNING       | OFF                     |
| HEX DUMP            | [EXECUTE]               |

## MAINTENANCE MENU

| Item                  | Factory default setting |
|-----------------------|-------------------------|
| EEPROM RESET          | [EXECUTE]               |
| SAVE MENU             | [EXECUTE]               |
| RESTORE MENU          | [EXECUTE]               |
| POWER SAVE            | ENABLE                  |
| PAPER BLACK SETTING   | 0                       |
| PAPER COLOR SETTING   | 0                       |
| TRANSPR BLACK SETTING | 0                       |
| TRANSPR COLOR SETTING | 0                       |

## USAGE MENU

Displays printer page counts and data for printer consumables.

# Software Utilities

## OVERVIEW

Included with your printer is a selection of software utility programs designed to help you get the most out of your printer. Load these programs from the Menu Installer located on CD1.

Utilities included:

- **Color Utility**
  - Color Swatch Utility (see )
- **Utilities for Maintenance and improved usability.**
  - PDF Print Direct
  - Storage Device Manager for Windows
  - Job Accounting
- **Network Utilities**
  - Print SuperVision
  - Network Printer Status
  - Oki LPR Utility

# COLOR SWATCH UTILITY

## Color Swatch Samples

The Color Swatch Utility allows you to print color samples or swatches on your Oki color printer. The swatches are used with your software program to select and reproduce color accurately. The swatches represent selected samples of the Oki Color Printer's color palette and can be used to find the desired colors for your printed documents.

### NOTE

- Your software may not be able to match colors using the swatch information. You may need to use other matching methods.
- The color swatch samples do not show all the colors your Oki Color Printer can print.
- Other factors influence how you see color: the color and finish of the paper, ambient light, even the color surrounding the one you are looking at.

## Loading the Utility

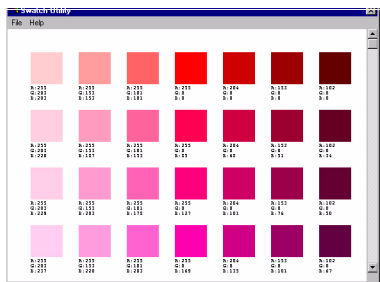
First, install the utility from CD1 using the Oki Menu Installer (Windows). To load the utility:

Click **Start** → **Programs** → **Color Swatch** → **Color Swatch Utility**.



# Selecting Colors

When you load the utility, a swatch page displays commonly used colors. Select print to print sample pages.



# Color Samples

Use the color blocks to pick the specific colors that you want to appear in your printed document.

# Color Values

Each color block, or sample, is identified with information your software package needs to reproduce that color accurately. The numbers under each block specify the amounts of the primary colors—red (R), green (G), and blue (B)—that mix to form each particular shade. The amounts are given as a numerical value between 0 and 255.

## Creating Custom Swatch Colors

If you don't find your desired color, you can create or customize colors:

1. Select **Custom Swatch** from the **File** menu.
2. On the pop-up window, there are 3 slide bars that allow you to customize swatches:
  - **Hue** bar changes the hue of the swatches, for example, red to green or blue to yellow.
  - **Saturation** bar changes vividness.
  - **Lightness** bar changes darkness.
3. Adjust the bars until you see the desired color. Color variations are created to help you find the best match.
4. Click **OK**, then print the custom swatch page.
5. Repeat these steps if you still don't find the desired printed color.

### NOTE

- **The Swatch Utility does not guarantee that the printer will print the same color displayed on your monitor. Consider the displayed color as a reference.**
- **The printer may not be able to print the exact color that you desire.**

For additional information, including **Applying Color Value in your Application**, and **Setting Monitor Color**, see the Swatch Utility Read-me file located in the Windows Programs list.

## PDF DIRECT PRINT UTILITY

PDF Direct Print allows you to send a selected PDF file directly to the printer, a faster and easier process than using Adobe Acrobat separately before printing. PDF Direct Print also lets you set paper source, copies, 2-sided printing, print page range and other settings.

To use PDF Direct Print:

- An optional built-in hard disk must be installed (standard on dxn models).
- 128MB or larger memory is recommended.
- Supports version PDF 1.3 (Acrobat 4.0) or below.
- A font environment on your system.

### NOTE

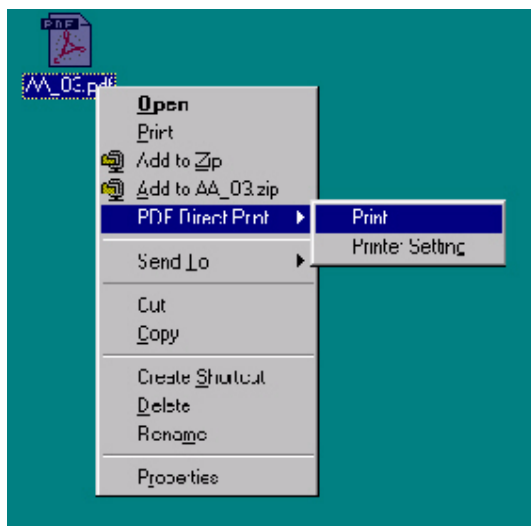
**Some PDF files may not be able to print correctly.**

### Starting

To start PDF Direct Print:

1. Right-click on the file your want to print in Windows Explorer, or on the file icon on the Desktop.

2. Click **PDF Direct Print**, then click **Print**.



The **Start** screen provides the following features:

- Select Print
- Paper Source
- Copies
- 2-sided printing
- Binding
- Collate
- Fit to page
- Print page range
- Restore Default
- Save Settings
- Print
- Cancel
- Help
- About

## PDF Version Check

The version level of PDF files supported is version 1.3 or below. A “Warning” dialog displays for any PDF file whose version is not supported.

### NOTE

**If when attempting to PDF-direct-print a file, “ERROR:PDF to PS conversion failed” displays, the file contains an embedded font not installed on the system. Using Acrobat, delete the text that is embedded, or unembed the embedded font. In Acrobat, select Tool → Touchup → Text attribute. Remove the checkmark in the Embed box.**

For additional information, see the PDF Print Direct **Help** file in the PDF Direct Print Utility.

## STORAGE DEVICE MANAGER FOR WINDOWS

This Utility lets you manage the printer's hard disk and flash memory, and download fonts, macros and firmware.

Install the utility from CD1 using the Oki Menu Installer.

### Getting Help

The Oki Storage Device Manager software contains an on-line Help system.

To access it from the main Storage Device Manager screen, click **Help Topics** from the **Help** pull-down menu.

To access it from other Storage Device Manager screens, click the **Help** button.

### NOTE

**Storage Device Manager requires Microsoft Internet Explorer 4.0 or higher to run.**

### General Information

Storage Device Manager (SDM) provides a means of managing

- The printer's internal hard disk drive (standard on all dxn models): 10 GB [partitioned as Common, PCL and PostScript].
- The printer's flash memory (2 MB).
- Using the software improves the internal performance of the printer and provides a tool for downloading files from the computer to the printer's memory, including
  - Overlays such as logos, addresses, etc.
  - Graphic files
  - Forms such as letterheads, invoices, etc.

## NOTE

The printer's internal hard drive does not communicate directly back to the Storage Device Manager software; it sends any error messages to the printer display. If things seems to be "stuck," go to the printer and check the display.

### Summary of Storage Device Manager Functions

- Create or modify a project.
- Download files to a printer.
- Add or remove printers being administered.
- Reboot the printer.
- Manage the Proof & Print and Secure Print spooler queues on the internal hard drive.
- Delete files from the internal hard disk or from the flash memory.
- View the status, configuration and variables for a printer.
- Print the demo page, PCL fonts list, or PostScript font list from a printer.
- Print one or more PCL format macros or PostScript forms (Overlays).

### Administration

On network systems, the Administrator oversees the Storage Device Manager software and can use it to manage and monitor the printer's internal hard disk and flash memory.

### Administrator Functions

The Administrator's Functions Feature lets you:

- Set up the Administrative Password.

- Establish 4-digit PIN numbers for each client, using any four numbers from 0 through 7 (8 and 9 cannot be used).

### **NOTE**

**If preferred, clients can choose their own PIN number, but the administrator will need to know these PINs in order to access client information.**

- Reboot the printer.
- Delete files (Show Resources is preferable).

### **NOTE**

**With Show Resources, you can browse to the file, click it, click Delete, then click OK to confirm the deletion. Using Administrator Functions to delete a file requires that you print out a File List, then use the information in the File List to type in the exact path (case sensitive) to the file. The file is deleted without confirmation.**

- Format the internal hard drive.

### **CAUTION!**

**You can also use Storage Device Manager to format the partitions on the printer's hard drive, but this will wipe out all the contents of the partition and can cause serious problems. We recommend that you use the Show Resources and HDD Print Jobs features to maintain the disk.**



## Using Storage Device Manager

### Opening the Program

1. Click **Start** → **Programs** → **Oki** → **Oki Storage Device Manager** → **Oki Storage Device Manager**.

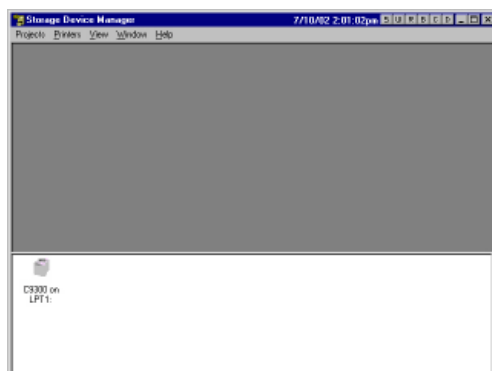
*The SDM - Printer Discovery dialog box opens.*



2. Select the appropriate computer connection(s), then click **Start**.  
*The printer searches for connected printers and places icons in the window at the bottom of the dialog box.*

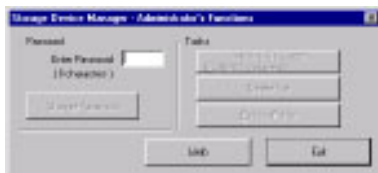
3. Click **Exit**.

*The Storage Device Manager dialog box opens.*



## Setting Up an Administrative Password

1. With the Storage Device Manager program open, click **Administrator Functions** in the **Printers** menu.



### NOTE

**Passwords consist of eight digits, letters or numbers, and are case sensitive.**

2. Type in the default password (p1xs7d0m) under **Enter Password**, then click **Change Password**.
3. Type the 8-digit, alpha-numeric password of your choice under **New Password**.
4. Type the password again under **Confirm New Password**. *New Password Accepted appears.*
5. Click **OK**.
6. Click **Exit** twice.

## Creating PostScript Forms

### NOTE

PostScript forms are the ones to use if you are not experienced with PCL Macro commands.

## Creating & Downloading a PostScript Project

### Important!

Remember that file names and paths are case sensitive.

### Step 1: Create the Forms in Your Software Application

1. Create the document in your software application.
2. Click **File** → **Print** and make sure the Oki PostScript driver is selected.
3. Select **Print to file**.
4. Engage the Encapsulated PostScript (EPS) output option.

#### Windows Me/98/95:

- Click **Properties** (or your application's equivalent).
- Click the PostScript tab, then, if it is not already selected, click **Encapsulated PostScript (EPS)**.

#### Windows NT 4.0:

- Click **Properties** (or your application's equivalent).
- Scroll down to **PostScript Options** and click it, then click **PostScript Output Option** and select **Encapsulated PostScript (EPS)**.

5. Click **OK**.
6. Print the document to a file using the extension PRN.

## Step 2: Create a New Project

1. Open Storage Device Manager.
2. Click **Projects** → **New Project**.  
*The Project dialog box opens.*
3. Click **Projects** → **Save Project**, enter the path/name for storing the project on your hard drive or your network, then click **Save**.

## Step 3: Add Files to the Project

1. Click **Projects** → **Add File to Project**.  
*The Open dialog box appears.*
2. Make sure **PRN files (\*.prn)** is selected in the **Files of type** drop-down list.
3. Browse to the folder where the files are saved and select the files you wish to add to the project, then click **Open**.  
*The Information dialog box appears.*
4. Click **OK**.  
*The files are saved as HST.*
5. Repeat steps 1 through 4 until you have added all the files you wish to add to the Project.

### NOTE

To delete a file from the project, click the file name, then click **Projects** → **Remove File from Project**.

## Step 4: Check the Location for Storing the Files in the Printer's Memory

- If your printer is equipped with an internal hard disk drive, the Storage Device Manager will automatically save the forms to the PostScript partition on the hard drive.
- If your printer does not have an internal hard disk drive, the Storage Device Manager will automatically store the forms in the PostScript section of the Flash memory.

To store the forms in the Flash memory instead of on the hard disk drive:

1. Double-click the file name in the Project window.  
*The Edit Component Name and ID dialog box appears.*
2. Under **Volume**, type in%Flash0%, then click **OK**.

### **Step 5: Save the Project and Download it to the Printer**

1. Click **Projects** → **Save Project**.
2. Click **Projects** → **Send Project Files to Printer**.  
*Command Issued appears.*
3. Click **OK**.

### **Step 6: Test Print the Form**

1. With Storage Device Manager open and the appropriate printer icon highlighted, click **Printers** → **Test Form**.  
*The Test PostScript Form dialog box appears.*
2. Click the file name for the form you wish to print (you can get this from the File List printout), then click **OK**.  
*Command Issued appears.*
3. Click **OK** and wait for the form to print.

### **Creating PCL Macros (Forms)**

#### **Important!**

Unless you are experienced with PCL macro commands, it is best to stay with the PostScript Forms.

There are two basic processes to producing PCL macros:

- A: Creating and downloading the PCL project
- B: Test printing the macro

## A: Creating and Downloading a PCL Project

### Important!

Remember that file names and paths are case sensitive.

#### Step 1: Create the Forms in Your Software Application

1. Create the document in your software application.
2. Click **File** → **Print** and make sure the Oki PCL driver is selected.
3. Print the document to a file using the extension PRN.

#### Step 2: Create a New Project

1. Open Storage Device Manager.
2. Click **Projects** → **New Project**.  
*The Project dialog box opens.*
3. Click **Projects** → **Save Project**, enter the path/name for storing the project on your hard drive or your network, then click **Save**.

#### Step 3: Convert the Files to Binary (.bin) Format

1. Click **Projects** → **Filter Macro File**.  
*The Filter Printer Patterns dialog box appears.*



2. Make any adjustments in the settings.

### **Example**

If you create a black oval in MS Paint and leave all the color command filters checked, the black oval will print as a black rectangle when the overlay is used. To maintain the oval shape, turn off (deselect) the “Configure Image Data,” “Palette ID,” and “Palette Control” filters.

3. Click **OK**.  
*The Open dialog box appears.*
4. Make sure **Print spool files (\*.prn)** is selected in the **File of type** drop-down list.
5. Under **Look in**, go to the folder where the files are saved and double-click the file name.  
*The file is saved as a bin file. Filter File Created appears.*
6. Click **OK**.
7. Repeat steps 1 through 6 until you have converted all the files you wish to add to the project.

### **Step 4: Add the bin Files to the Project**

#### **NOTE**

**You can also add files to the project by opening either My Computer or Microsoft Explorer, browsing to the directory where the prn files are stored, then selecting the files and dragging them into the Project box.**

1. Click **Projects → Add File to Project**.  
*The Open dialog box appears.*
2. Highlight the .bin file you wish to add and click **Open**.  
*The file name appears in the Project dialog box.*
3. Repeat steps 1 and 2 until all the files you wish to include in the project appear in the Project dialog box.

To delete a file from the project, click the file name, then click **Projects → Remove File from Project**.

## Step 5: Check.bin File Settings and Save the Project

1. To check the settings for the bin files, double-click the file name.  
*The Edit Component Name and ID dialog box appears.*
2. Here you can edit the
  - file name
  - ID number (the number you need to enter in the printer driver when printing overlays)
  - volume:
    - 0: = printer's disk drive PCL partition
    - 1: = printer's disk drive Common partition
    - %disk0%: = printer's disk drive PostScript partition
    - 2: = Flash memory PCL
    - %Flash0% = Flash memory PostScript
  - path.
3. Click **OK**.
4. When you're through reviewing the settings, click **Projects** → **Save Project**.

## Step 6: Download the Project to the Printer

1. Click **Projects** → **Send Project Files to Printer**.  
*Command Issued appears.*
2. Click **OK**.

## B: Test Printing PCL Macros

1. With Storage Device Manager open and the appropriate printer icon highlighted, click **Printers** → **Test Macro**.  
*The Test Macro dialog box appears.*
2. Enter the ID number for the macro file you wish to print (you can get this from the File List printout: look under Volume 0; e.g., for 2:OKI.BIN, enter 2), then click **OK**.  
*Command Issued appears.*
3. Click **OK** and wait for the macro to print.



## Printing the File List

To print out a list of files in the printer's memory:

1. With Storage Device Manager open, click **Printers** → **Print File Listing**.  
*Command Issued appears.*
2. Click **OK** and wait for the File List to print.

### NOTE

You can also print the File List from the printer's menu:

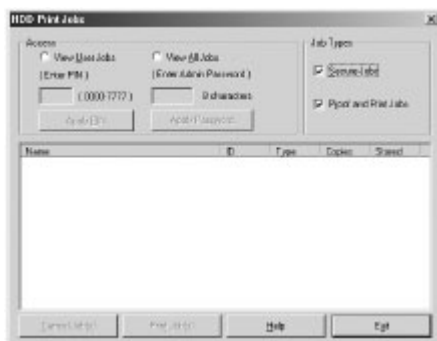
- Press **MENU** until **INFORMATION MENU** appears.
- Press **ITEM** until **PRINT FILE LIST** appears.
- Press **SELECT**.

# Maintaining the Internal Hard Drive and Flash Memory

## HDD Print Jobs

The HDD Print Jobs feature allows you to view and delete the Proof & Print and Secure Print files stored on the printer's internal hard drive.

1. Open Storage Device Manager and click the icon for the printer whose contents you wish to view.
2. Click **Printers** → **HDD Print Jobs**.  
*The HDD Print Jobs dialog box appears.*



3. Under **Job Types**, select **Secure Jobs** to view Secure Print jobs and/or **Proof and Print Jobs** to view Proof & Print jobs.
  - To view the jobs stored for a particular client, select **View User Jobs** under **Access**, then type in the client's 4-digit User PIN and press **Enter**.
  - To view all stored jobs, select **View All Jobs** and type in your Administrator's Password, then press Enter.
4. Delete the files.

### Important!

You will not be prompted to confirm the deletion.

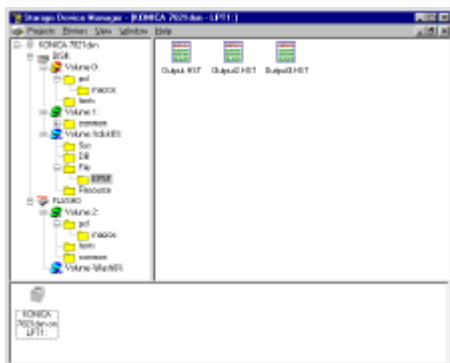
- Click **Cancel Job(s)** to delete the files without printing them.

- Click **Print Job(s)** to print the files out before they are automatically deleted.

### Show Resources

Use the Show Resources feature to delete files from the internal hard drive and flash memory.

1. Open Storage Device Manager and click the icon for the printer whose contents you wish to view.
2. Click **Printers** → **Show Resources**.



3. Click the file(s) to be deleted (press Shift to select a span of files; press Ctrl to select additional files).
  - PCL Macro files are under Volume 0 (internal hard drive) or Volume 2 (flash memory).
  - PostScript Forms are under Volume &disk0% (internal hard drive) or %flash0% (flash memory).
4. Click **Printers** → **Delete File(s)**.
5. Click **Yes** to confirm the deletion.
6. Close the dialog box.

## Using Overlays

*Before overlays can be printed, they must be created in a software application and saved as a print file, then downloaded to the printer's internal hard disk drive or flash memory using Storage Device Manager.*

## General Information

*To use overlays, the Oki Storage Device Manager software must be installed. It is recommended that the printer be equipped with the hard disk drive (standard on all Oki dxn models).*

You can save logos, letterheads, etc. as overlays

- on the printer's internal hard disk drive  
(maximum available space, 2 MB each for PCL Macros and PostScript Forms) or
- in the printer's flash memory  
(available space limited to about 0.5 MB each for PCL Macros and PostScript Forms)

then add one or any combination of them to a file as it is being printed.

Use overlays

- in place of pre-printed stationery
- to add your logo or company address to a document
- to create forms from pre-stored modular pieces.

### **Important!**

When the hard disk drive is installed, you must use the Shutdown Menu before turning the printer off.

- Overlay elements must be created in the software application of your choice, then stored on the printer's hard drive using Storage Device Manager before they can be used.
- If the hard disk memory is insufficient for the spooled data, the message DISK FULL appears.

- If the software application has a collate print option, it must be turned OFF before you print overlays.
- Overlay printing cannot be done using the Windows 2000 PostScript driver or the Macintosh driver.

## Windows 2000 and XP PCL

*In Windows 2000, overlays can only be printed using the PCL driver.*

### Defining Overlays: 2000 PCL

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PCL printer icon, then click **Printing Preferences**.  
*The OkiPrinting Preferences dialog box appears.*
3. Click the **Overlay** tab.
4. Click **Define Overlays**.
5. Under **Overlay Name**, enter a name for the overlay.
6. Under **ID Value**, enter the ID number for the file saved using the Storage Device Manager software (see the File List printout).
7. In the **Print on Pages** drop-down list, select on which pages the overlay is to be printed, or select **Custom** and enter specific page numbers under **Custom pages**.
8. Click **Add**, then click **Close**.  
*The overlay you defined appears in the Defined overlays list.*
9. Click **OK** and close the Printers dialog box.

### Printing Using Overlays: 2000 PCL

1. Open the document in the software application.
2. Click **File** → **Print**.  
*The Print dialog box appears.*
3. Click the **Overlay** tab.
4. Under **Defined Overlays**, click any overlays you wish to use (to select more than one, press the Ctrl key while selecting the names), then click **Add**.
  - Each name appears in the **Active overlays** box.

- To print a sample of an overlay to see what it looks like, click the name under **Defined Overlays**, then click **Test Print**.
- If you wish to add more overlays to the list, click **Define overlays**, then fill in the appropriate information in the **Define overlays** dialog box and click **Close**.

5. Click **Print using active overlays**, then click **Print**.

### **Editing Defined Overlays: 2000 PCL**

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PCL printer icon, then click **Printing Preferences**.  
*The Oki Printing Preferences dialog box appears.*
3. Click the **Overlay** tab.
4. Click **Define overlays**.  
*The Define overlays dialog box appears.*
5. Under **Defined overlays**, click the overlay to be edited.
6. Make your changes, then click **Apply**.
7. Click **Close**.
8. Click **OK** and close the Printers dialog box.

### **Deleting Defined Overlays: 2000 PCL**

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PCL printer icon, then click **Printing Preferences**.  
*The Oki Printing Preferences dialog box appears.*
3. Click the **Overlay** tab.
4. Click **Define Overlays**.  
*The Define Overlays dialog box appears.*
5. Under **Defined overlays**, click the overlay to be deleted.
6. Click **Remove**, then click **Close**.

## Windows Me/98/95 PCL

### Defining Overlays: Me/98/95 PCL

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PCL printer icon, then click **Properties**.  
*The Oki Properties dialog box appears.*
3. Click the **Job Options** tab, click the **Overlay** button.
4. Click **Define overlays**.
5. Under **Overlay Name**, enter a name for the overlay.
6. Under **ID Value**, enter the ID number for the file saved using Storage Device Manager (see the File List printout).
7. In the **Print on Pages** drop-down list, select on which pages the overlay is to be printed, or select **Custom** and enter specific page numbers under **Custom pages**.
8. Click **Add**, then click **Close**.  
*Each overlay you defined appears in the Defined overlay list.*
9. Click **OK** and close the Printers dialog box.

### Printing Overlays: Me/98/95 PCL

1. Open the document in the software application.
2. Click **File** → **Print**.  
*The Print dialog box appears.*
3. Make sure the Oki PCL driver is selected, then click **Properties** (or your application's equivalent).  
*The Oki Properties dialog box appears.*
4. Click the **Overlay** tab.
5. Under **Defined Overlays**, click any overlays you wish to use (to select more than one, press the Ctrl key while selecting the names), then click **Add**.  
*The names appear in the Active overlays box.*
  - To print a sample of an overlay to see what it looks like, click its name in the **Defined overlays** box, then click **Test Print**.

- If you wish to add more overlays to the list, click **Define overlays**, then fill in the appropriate information in the **Define overlays** dialog box and click **Close**.
6. Click **Print using active overlays**, then click **OK** and print the document.

### **Editing Defined Overlays: Me/98/95 PCL**

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PCL printer icon, then click **Properties**.  
*The Oki Properties dialog box appears.*
3. Click the **Job Options** tab. Click the **Overlay** button.
4. Click **Define overlays**.  
*The Define overlays dialog box appears.*
5. Under **Defined overlays**, click the overlay to be edited.
6. Make any changes, then click **Apply**.
7. Click **Close**.
8. Click **OK** and close the Printers dialog box.

### **Deleting Defined Overlays: Me/98/95 PCL**

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PCL printer icon, then click **Properties**.  
*The Oki Properties dialog box appears.*
3. Click the **Job Options** tab. Click the **Overlay** button.
4. Click **Define overlays**.  
*The Define overlays dialog box appears.*
5. Under **Defined overlays**, click the overlay to be deleted.
6. Click **Remove**, then **Close**.
7. Click **OK** and close the Printers dialog box.



## Windows Me/98/95/PostScript

### Defining Overlays: Me/98/95 PostScript

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PostScript printer icon, then click **Properties**.  
*The Oki Properties dialog box appears.*
3. Click the **Job Options** tab. Click the **Overlay** button.
4. Set up an Overlay Group: Click **New**.  
*The Define Overlays dialog box appears.*
5. Under **Group Name**, enter a name for the group of overlays you are creating.
6. In the **Print on Pages** drop-down list, select on which pages the overlay is to be printed, or select **Custom** and enter specific page numbers under **Custom pages**.
7. Under **Overlay Name**, type in the name of the overlay file exactly as it was stored using Storage Device Manager (see the File List printout), *including the file extension HST*.  
  
*Overlay file names are case sensitive.*
8. Click **Add**.
9. Repeat steps 7 and 8 to add additional overlays (maximum of three per group).
10. Click **OK**.

*To create additional overlay groups (up to 32 can be defined), repeat steps 4 to 10 above.*

### Finish

11. Click **OK** and close the Printers dialog box.

### Printing Using Overlays: Me/98/95 PostScript

1. Open the document in the software application.
2. Click **File** → **Print**.

3. Make sure the Oki PostScript printer is selected, then click **Properties** (or your application's equivalent).  
*The Oki Properties dialog box appears.*
4. Click the **Overlay** tab.
5. Click **Enable Overlay** in the drop-down list.
6. Click up to four groups under **Defined Overlay**, then click **Add**.
7. Click **OK** and print the document.

### **Editing Defined Overlays: Me/98/95 PostScript**

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PostScript printer icon, then click **Properties**.  
*The Oki Properties dialog box appears.*
3. Click the **Job Options** tab. Click the **Overlay** button.
4. Under **Defined Overlay**, click the name of the group you wish to modify, then click **Edit**.  
*The Define Overlays dialog box appears.*
5. Make your changes, then click **OK** twice and close the Printers dialog box.

### **Deleting Defined Overlays: Me/98/95 PostScript**

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PostScript printer icon, then click **Properties**.  
*The Oki Properties dialog box appears.*
3. Click the **Job Options** tab. Click the **Overlay** button.
4. Under **Defined Overlay**, click the name of the group you wish to remove, then click **Delete**.
5. Click **OK** twice and close the Printers dialog box.
6. Click **OK** and close the Printers dialog box.

## Windows NT 4.0 PCL

### Defining Overlays: NT 4.0 PCL

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PCL printer icon, then click **Document Defaults**.  
*The Oki Default dialog box appears.*
3. Click the **Job Options** tab. Click the **Overlay** button.
4. Click **Define overlays**.  
*The Define overlays dialog box appears.*
5. Under **Overlay Name**, enter a name for the overlay.
6. Under **ID Value**, enter the ID number for the file saved using Storage Device Manager (see the File List printout).
7. In the **Print on Pages** drop-down list, select on which pages the overlay is to be printed, or select **Custom** and enter specific page numbers under **Custom pages**.
8. Click **Add**, then click **Close**.  
The overlays you defined will appear in the Defined overlays window.
9. Click **OK** and close the Printers dialog box.

### Printing Overlays: NT 4.0 PCL

1. Click **File** → **Print**.  
*The Print dialog box appears.*
2. Make sure the Oki PCL driver is selected, then click **Properties** (or your application's equivalent).  
*The Oki Properties dialog box appears.*
3. Click the **Overlay** tab.
4. Under **Defined Overlays**, click any overlays you wish to use (to select more than one, press the Ctrl key while selecting the names), then click **Add**.  
The names appears in the Active overlays box.

## NOTE

To print a sample of an overlay to see what it looks like, click its name in the **Defined Overlays** box, then click **Test Print**. If you wish to add more overlays to the list, click **Define Overlays**, then fill in the appropriate information in the **Define overlays** dialog box and click **Close**.

5. Click **Print using active overlays**, then click **OK** and print the document.

### Editing Defined Overlays: NT 4.0 PCL

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PCL printer icon, then click **Document Defaults**.  
*The Oki Defaults dialog box appears.*
3. Click the **Job Options** tab. Click the **Overlay** button.
4. Click **Define Overlays**.  
*The Define overlays dialog box appears.*
5. Under **Defined overlays**, click the overlay to be edited.
6. Make your changes, then click **Apply**.
7. Click **Close**.
8. Click **OK** and close the Printers dialog box.

### Deleting Defined Overlays: NT 4.0 PCL

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PCL printer icon, then click **Document Defaults**.  
*The Oki Defaults dialog box appears.*
3. Click the **Job Options** tab. Click the **Overlay** button.
4. Click **Define Overlays**.
5. Under **Defined overlays**, click the overlay to be deleted.

6. Click **Remove**, then **Close**.
7. Click **OK** and close the Printers dialog box.

### **Defining Overlays: NT 4.0 PCL**

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PostScript printer icon, then click **Document Defaults**.  
*The Oki Default dialog box appears.*
3. Scroll down to **Layout**, and click **Overlay**.
4. Under Change '**Overlay**' Setting, click **Use Overlay**.
5. Click **Setting of Overlay**.  
*The Setting of Overlay dialog box appears.*

### **Set up an Overlay Group:**

6. Click **New**.  
*The Define Overlays dialog box appears.*
7. Under **Group Name**, enter a name for the group of overlays you are creating.
8. In the **Print on Pages** drop-down list, select on which pages the overlay is to be printed, or select **Custom** and enter specific page numbers under **Custom pages**.
9. Under **Overlay Name**, type in the name of the overlay file exactly as it was stored using Storage Device Manager (see the File List printout).

*Overlay file names are case sensitive.*

10. Click **Add**.
11. Repeat steps 9 and 10 to add additional overlays (maximum of three per group).
12. Click **OK**.

*To create additional overlay groups (up to 32 can be defined), repeat steps 6 to 11 above.*

### **Save Your Settings**

13. Click **OK** twice and close the Printers dialog box.

## Windows NT 4.0 PostScript

### Defining Overlays: NT 4.0 PostScript

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PostScript printer icon, then click **Document Defaults**.  
*The Oki Default dialog box appears.*
3. Click the **Job Options**, and click **Overlay**.
4. Click **New**.  
*The Define Overlays dialog box appears.*
5. Under **Overlay Name**, enter a name for the group of overlays you are creating.
6. In the **Print on Pages** drop-down list, select on which pages the overlay is to be printed, or select **Custom** and enter specific page numbers under **Custom pages**.
7. Under **Form Name**, type in the name of the overlay file exactly as it was stored using the Storage Device Manager software (see the File List printout), *including the file extension.HST*.  
*Overlay file names are case sensitive.*
8. Click **Add**.
9. Repeat steps 9 and 10 to add additional overlays (maximum of three per group).
10. Click **OK**.  
*To create additional overlay groups (up to 32 can be defined), repeat steps 6 to 11 above.*
11. Click **OK** twice and close the Printers dialog box.

### Printing Using Overlays: NT 4.0 PostScript

1. Open the document in the software application.
2. Click **File** → **Print**.  
*The Print dialog box appears.*
3. Scroll down to **Layout**, then click **Use Overlay**.
4. Click **Setting of Overlay**.  
*The Setting of Overlay dialog box appears.*

5. Select the Overlay group(s) you wish to print, then click **Add**.  
*The group will appear in the Active Overlay Groups list.*
6. Click **OK** twice and print the document.

### **Editing Defined Overlays: NT 4.0 PostScript**

7. Click **Start** → **Settings** → **Printers**.
8. Right click the Oki PostScript printer icon, then click **Document Defaults**.  
*The Oki Defaults dialog box appears.*
9. Scroll down to **Layout**, and click **Overlay**.
10. Click **Setting of Overlay**.  
*The Setting of Overlay dialog box appears.*
11. Under **Defined Overlay Groups**, click the name of the group you wish to modify, then click **Edit**.  
*The Define Overlays dialog box appears.*
12. Make your changes, then click **OK**.
13. Click **OK** twice and close the Printers dialog box.

### **Deleting Defined Overlays: NT 4.0 PostScript**

1. Click **Start** → **Settings** → **Printers**.
2. Right click the Oki PostScript printer icon, then click **Document Defaults**.  
*the Oki Default dialog box appears.*
3. Scroll down to **Layout**, and click **Overlay**.
4. Click **Setting of Overlay**.  
*The Setting of Overlay dialog box appears.*
5. Click the name of the **Defined Overlay Group** you wish to remove, then click **Delete** and click **Yes** to confirm the deletion.
6. Click **OK** twice and close the Printers dialog box.

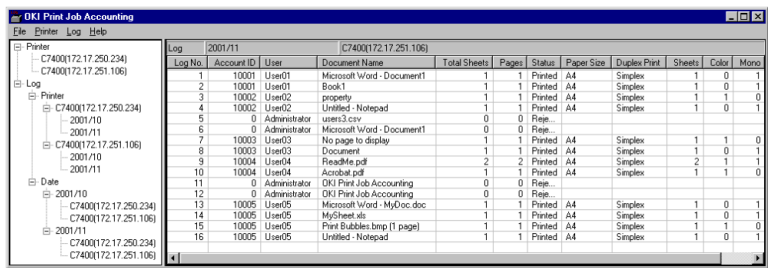
### **Additional Information**

For more information, click **Help** in the Storage Device Manager program.

# PRINT JOB ACCOUNTING

## Introduction

Oki Print Job Accounting software, designed specifically for OKI printers, provides job accounting features that allow you to track printer usage, calculate printing costs, and specify user access.



The screenshot shows the 'Oki Print Job Accounting' window with a menu bar (File, Printer, Log, Help) and a tree view on the left. The main area displays a log table for the date 2001/11 and printer C7400(172.17.251.106). The table has columns for Log No., Account ID, User, Document Name, Total Sheets, Pages, Status, Paper Size, Duplex Print, Sheets, Color, and Mono. The log contains 16 entries for various users and documents.

| Log No. | Account ID | User          | Document Name              | Total Sheets | Pages | Status  | Paper Size | Duplex Print | Sheets | Color | Mono |
|---------|------------|---------------|----------------------------|--------------|-------|---------|------------|--------------|--------|-------|------|
| 1       | 10001      | User01        | Microsoft Word - Document1 | 1            | 1     | Printed | A4         | Simplex      | 1      | 0     | 1    |
| 2       | 10001      | User01        | Book1                      | 1            | 1     | Printed | A4         | Simplex      | 1      | 0     | 1    |
| 3       | 10002      | User02        | property                   | 1            | 1     | Printed | A4         | Simplex      | 1      | 1     | 0    |
| 4       | 10002      | User02        | Untitled - Notepad         | 1            | 1     | Printed | A4         | Simplex      | 1      | 0     | 1    |
| 5       | 0          | Administrator | user3.csv                  | 0            | 0     | Repe... |            |              |        |       |      |
| 6       | 0          | Administrator | Microsoft Word - Document1 | 0            | 0     | Repe... |            |              |        |       |      |
| 7       | 10003      | User03        | No page to display         | 1            | 1     | Printed | A4         | Simplex      | 1      | 1     | 0    |
| 8       | 10003      | User03        | Document                   | 1            | 1     | Printed | A4         | Simplex      | 1      | 0     | 1    |
| 9       | 10004      | User04        | ReadMe.pdf                 | 2            | 2     | Printed | A4         | Simplex      | 2      | 1     | 1    |
| 10      | 10004      | User04        | Acrobat.pdf                | 1            | 1     | Printed | A4         | Simplex      | 1      | 1     | 0    |
| 11      | 0          | Administrator | Oki Print Job Accounting   | 0            | 0     | Repe... |            |              |        |       |      |
| 12      | 0          | Administrator | Oki Print Job Accounting   | 0            | 0     | Repe... |            |              |        |       |      |
| 13      | 10005      | User05        | Microsoft Word - MyDoc.doc | 1            | 1     | Printed | A4         | Simplex      | 1      | 0     | 1    |
| 14      | 10005      | User05        | MySheet.xls                | 1            | 1     | Printed | A4         | Simplex      | 1      | 0     | 1    |
| 15      | 10005      | User05        | Print Bubbles.bmp (1 page) | 1            | 1     | Printed | A4         | Simplex      | 1      | 1     | 0    |
| 16      | 10005      | User05        | Untitled - Notepad         | 1            | 1     | Printed | A4         | Simplex      | 1      | 0     | 1    |

## Main Features

### Managing print upper limits

- You can set print enabled/disabled or color print enabled/disabled for each printer user or each printer.
- You can set upper limits for items such as printed pages for each printer user and each printer.
- You can set an account for each printer user and each printer, allowing printing only within the limits set.

## NOTE

Whether the upper limits have been exceeded or not is checked according to the set interval time. Therefore, even if the upper limits have been exceeded, printing can continue as long as it is within the interval time.

- You can set fees by sheets, paper sizes, and so forth for each printer.



## Adding up print logs

- You can add up printed pages and so forth for each printer user. Main items subject to print log are the date, user name, printer name, document name, color/monochrome printed pages, paper size, Simplex/Duplex printing, and so forth.

### NOTE

**The information on document names cannot be acquired while printing from some Windows application or from a Macintosh.**

- You can export print logs as csv files, which allow you to use any spreadsheet software program.
- You can acquire a print log for print jobs sent from a client directly to a printer, bypassing the print server.
- You can acquire print logs accurately even when a user has cancelled his/her print jobs or paper jams have occurred.

## Supporting the environment that mixes Windows and Macintosh

- This system supports Windows/Macintosh as print client and can be used in an environment that mixes both.

### Benefits

- You can limit use of color printing to contain cost increases.
- You can monitor exactly who prints how much and use that information to plan equipment allocation.

## Overview

### Configuration

This system is configured from the following three software packages.

#### 1. OKI Print Job Accounting

This is a management tool geared towards a system manager. It registers printers and users and sets print limits. Even when it is not running, this tool acquires and saves print logs at the set interval time.

A PC in which this software is installed becomes this system's Server. This software is installed in at least one PC that operates on Windows 2000 or Windows NT4.0.

#### NOTE

**This need not be a Windows 2000/NT4.0 Server version. It can be a Professional/Workstation version. The software operates on the same PC that the other server software applications, such as file server and print server, are installed on.**

In this document, this software is referred to as "Server S/W."

#### 2. Printer Driver for OKI Print Job Accounting

This is a printer driver specifically for this System. This printer driver must be used for printing in order for this System to correctly acquire print logs. Any print jobs that are printed from a printer driver other than this specified driver will be recorded under "Unregistered ID" and it is possible to set the system up to prevent such jobs being printed.

#### NOTE

**The drivers supplied with your printer are designed for use with the job Accounting software and must be used for it to function correctly.**

Basically, this software needs to be installed in all Print Client PCs. In this document, this software is referred to as “Job Account Printer Driver.”

### **3. OKI Print Job Accounting Client**

This is the software that is used to set up the Job Account Printer Driver. The Job Account Printer Driver will only be able to function as a specific printer driver when it has been set up by this software.

Ensure that this software is installed in the same PC as the Job Account Printer Driver.

In this document, this software is referred to as “Client S/W.”

## **Before Installing**

### **Selecting Server PC**

A PC in which this software is installed becomes this System's Server. The Server S/W acquires print logs saved in the printer and saves them at the set interval time or at the time specified.

Interval times can be set up to 24 hours; therefore, the System acquires print logs from the printer at least once each day. If the Server PC is shut down, however, the System cannot acquire information for print logs from the printer.

Therefore, the Server PC must be left running, or at least be running at a specified time each day.

### **What are User Name and Account ID?**

In this System, the User Name is displayed whenever print logs are displayed, and its sole purpose is to make it easy to see who has been printing. Account ID is used for actual identification of users. The User Name does not necessarily need to be the same as Windows Login User Name.

Account ID is the number this System uses to identify the users. Basically, an Account ID has to be assigned to each user. If the same Account ID is assigned to different users, all the print jobs they have made will be added up as the same user when the System totals up.

Users who do not have their own Account ID will be recognized as Unregistered ID(0).

Values that are valid as Account ID are 1 through 1879048191.

All Account IDs must be set in the Server PC and all of the Client PCs.

### **Examples of assigning Account ID**

#### **To permit only some users to print**

In this case, you need not necessarily assign an Account ID to each and every user. You assign it only to those users who are permitted to print. All other users will be recognized as Unregistered ID(0); therefore, all you have to do is to inhibit printing by Unregistered ID users.

#### **To permit only some users to print in color**

You can prevent any Unregistered ID users from printing in color, in the same way as above.

#### **To set the print limits and collect print logs by departments**

In this case, you need not necessarily assign an Account ID to each and every user. All you have to do is to assign an Account ID to each department and specify the Group Name in place of User Name.

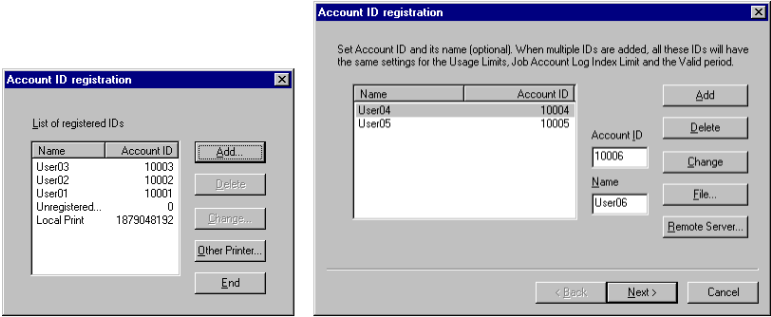
#### **To set the print limits and collect print logs for each user**

In this case, you need to assign an Account ID to each individual user and ensure that you do not to assign the same Account ID to more than one.

### **Setting Account ID on Server PC**

Start up the Server S/W and register printers. You can set an Account ID for each printer at this time. Even after having registered the printers, you can still add to or change them. Therefore, you need not necessarily set an Account ID for each printer when registering. For

further details of how to use the Server S/W, please see “Using Server S/W”.

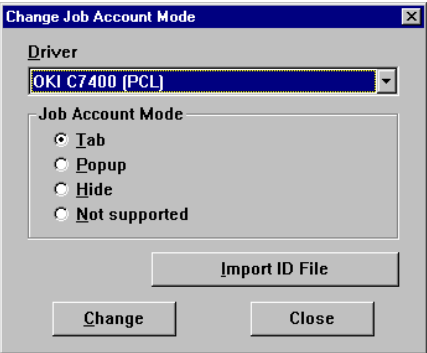


### Setting Account ID on Client PC

Start up the Client S/W first on the Client PC, and then set Job Account Mode.

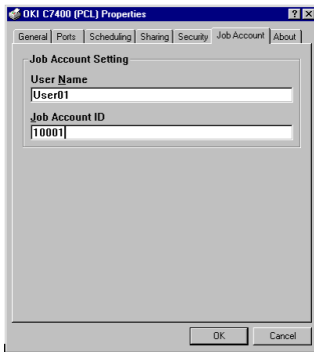
There are four Job Account Modes; Tab, Popup, Hide, and Not Supported.

Decide which mode you wish to use.



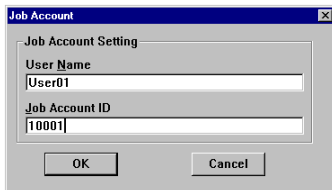
## Tab mode

In this mode, the tab for setting the User Name and Job Account ID will be displayed under Job Account Printer Driver Property. This setting can be made by any print user as well.



## Popup mode

In this mode, the dialogue box for entering the User Name and Job Account ID will be displayed every time printing is run. A printer user enters his/her assigned User Name and Account ID to print.



## Hide mode

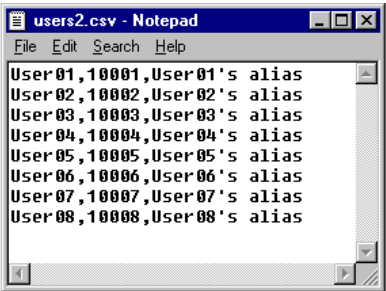
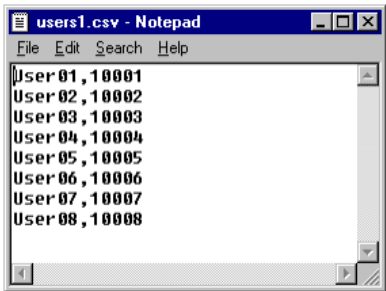
In this mode, a System administrator creates an ID file that describes the information on all users. Next, he/she clicks on the **Import ID File** button in the Client S/W on each Client PC, and then specifies this file.

Printer users need not know anything about their own Account ID.

This ID file describes the information on each and every user in one line, using the following format. Use the extension “.csv” to save the file.

|  |
|--|
| <code>Login User Name,Account ID {,User Name}</code> |
|--|

|                 |   |
|-----------------|---|
| Login User Name | User name entered when logging onto Windows.  |
| Account ID      | Account ID corresponding to the user name.  |
| {User Name}     | User name displayed in this System.<br>This is optional. If this is unspecified, the Login User Name will be used as the User Name. |



**[Not supported] mode**

In this mode, all jobs to be printed will be recognized as Unregistered ID(0).

**NOTE**

For print jobs recognized as Unregistered ID, you can set it so they are permitted or refused for printing, but document names will not be displayed on the print logs.

# Installation

## What you will need

### Server PC

The server S/W must be run under Windows2000/WindowsXP or NT4.0 (SP5 or later), with the latest Service Packs installed. A connection to the printer which will be managed is also required, this can be a direct connection (USB or Parallel), or a network TCP/IP connection.

### Client PC

Client machines can run Windows95/98/Me/2000/XP/NT4.0 (SP5 or later) or Macintosh 9.0/ 9.0.4/9.1

### Printers

The Utility supports these printers:

- OKI C7100/7300/7500
- OKI C9300/9500

## Server PC Install Instructions

### To install the Server S/W:

Run \SERVER\SETUP.EXE and follow the on-screen instructions from the Installation Wizard.

### To start the Server S/W:

Click **Start** → **Programs** → **Okidata** → **OKI Print Job Accounting** → **OKI Print Job Accounting**.

### To get usage logs from the printer:

- Choose **Add a printer** from the **Printer** menu, and add a printer from which logs are to be obtained.
- The Account ID registration dialogue appears. Add **ID** if necessary.
- A dialogue asking if you want to start obtaining the log appears. Click **Yes**.

For the further details of how to use the Server S/W, see “Using the Server S/W” on page 471.”



## Client PC Install Instructions

Install the Job Account Printer Driver in the Client PC first, and then the Client S/W.

### NOTE

**The drivers supplied with your C7100/7300/7500/9300/9500 are designed for use with the Job Accounting software and must be used for it to function correctly.**

### **To install the Job Account Printer Driver:**

1. Install the Job Account Printer Driver using Add Printer Wizard.
2. Click on the **Have Disk...** button on the screen to select the printer driver, and then specify the directory among the following in your CD-ROM.

\\DRIVERS\\WIN9X\\PCLPCL driver for Windows95/98/Me

\\DRIVERS\\WIN9X\\PSPPostScript driver for Windows95/98/Me

\\DRIVERS\\NT40\\PCLPCL driver for Windows NT4.0

\\DRIVERS\\NT40\\PSPPostScript driver for Windows NT4.0

\\DRIVERS\\WIN2000\\PCLPCL driver for Windows2000

\\DRIVERS\\WIN2000\\PSPPostScript driver for Windows2000

3. Follow the Add Printer Wizard instructions.

### **To install the Client S/W:**

Run \\CLIENT\\SETUP.EXE EXE, select the installed driver, and then set the Job Account Mode.

## **Client PC Install Instructions (Macintosh)**

Read the ReadMe file in the Drivers folder.

## Uninstalling the Software

### Server PC Uninstall Instructions

To uninstall the Server S/W, delete all printers that have been registered in the Server S/W.

#### To delete a printer:

1. Select a printer in the left pane of Server S/W.
2. Select **Start/end log** from the Printer menu.

#### NOTE

At this stage the Server S/W stops acquiring print logs from the printer at the set interval time, but the printer will continue logging until deleted. Therefore, be sure to run "Delete a printer" without fail before uninstalling the Server S/W.

3. Select **Delete a printer** from the Printer menu.

#### NOTE

If you run Delete a printer from the Printer menu, you will be asked if you want to delete the print log for the jobs that have been printed by that printer. Even if you select "No" at this point, unless you register the printer again, the print log for those jobs cannot be referenced. If you need the log even after deletion of the printer, be sure to select Export Logs from the Log menu, then save them in the csv file before deleting the printer.

#### To uninstall the Server S/W:

Click **Start** → **Programs** → **Okidata** → **OKI Print Job Accounting** → **Delete OKI Print Job Accounting**.

## Client PC uninstall Instructions

Uninstall the Client S/W first. Then, delete the Job Account Printer Driver if you do not need it.

### To uninstall the Client S/W:

Click **Start** → **Programs** → **Okidata** → **OKI Print Job Accounting Client** → **Delete OKI Print Job Accounting client**.

### To delete the Job Account Printer Driver:

1. Select **Start** → **Settings** → **Printers**. Printers folder will appear.
2. Select the printer and right-click it. Select **Delete** from the menu.

## Using the Server S/W

### Menu Map

This outlines the Menu items. (*See notes at end of section*)

#### File

|       |  |
|-------|--|
| Print | Prints the contents of the active log pane (right side of screen). |
| Exit  | Closes the application.  |

#### Printer

|                      |  |
|----------------------|--|
| Add a Printer        | Registers a new printer.   |
| Delete a Printer(*1) | Deletes a registered printer.  |
| Start/End Log(*1)    | Starts/ends the process of acquiring information for logs from the printer at the set interval time. |
| Property...(*1)      | Browses/changes the settings; for example, user information.   |
| Acquire a Log(*1)    | Acquires a print log saved in the printer. (*4)  |
| Setting the Time(*1) | Sets the present time in the printer. (*3)   |

## Log

Display Logs(\*2) Changes the display from Total to Logs.

|                                     |  |
|-------------------------------------|--|
| Displays<br>Logs(*2)                | Changes the display from Total to Logs.                            |
| Display<br>Total(*2)                | Changes the display to Total per Printer,<br>Account ID or month.  |
| Export<br>Logs(*2)                  | Exports logs in the csv file.                                      |
| Export<br>Total(*2)                 | Exports totals by Printer, Account ID or<br>month in the csv file. |
| Delete the<br>log(*2)               | Deletes the selected log   |
| Display<br>Details                  | Switches Default display/Details display.(*4)                      |
| Display/<br>Export Item<br>Settings | Selects the items to be displayed at Default<br>Display. (*4)      |
| Update to<br>the latest<br>status   | Updates the information on the log pane (right<br>side of screen). |

## Help

|              |                               |
|--------------|-------------------------------|
| Server ID    | Displays Server ID.           |
| Version Info | Displays version information. |

### Notes

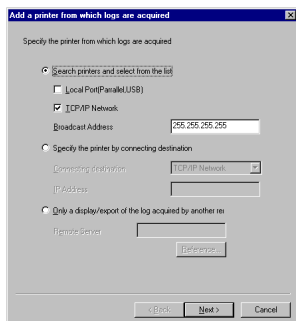
- \*1.Before running this menu, select the subject printer from the “Printer Tree” on the Select pane (Left side of screen).
- \*2.Before running this menu, select the subject item from the “Log Tree” on the Select pane (Left side of screen). If you select “Log”, all items will be subject to displaying/exporting. If you select one printer, only that printer will be subject to displaying.
- \*3.If the printer has been switched on and off, the correct time will not be set in the printer until the next time printer logs are acquired. You need only do this if the printer has been switched on and off in between acquisition of logs.
- \*4.Run the “Update to the latest status” menu in order to update the information on the log pane after having run this menu.

## How to add a printer

To use this System, you need to register printers in the Server S/W.

Check that the printers to be managed by this System are powered up and properly connected, and then register them by following the procedure below.

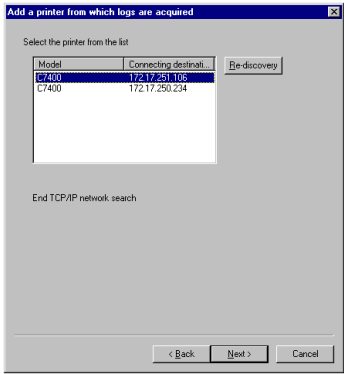
1. Select **Add a printer** from the **Printer** menu. The following screen will appear.



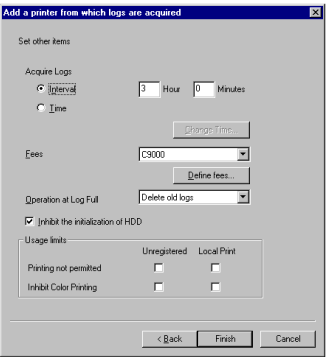
- To search printers, select **Search printers...** and click on the **Next** button.
  - To specify the address directly, select **Specify the printer...** and click on the **Next** button.
2. Searching printers will prompt the following screen to appear.

Only those printers supported by this System will be searched. If no search can be made, check to see the printers being searched are not offline or properly connected.

Select the printer you want to register from the list of printers searched and click on the Next button.



3. Set the printer at the following screen.



### Acquire Logs

You can designate time to acquire logs by an interval or time. If this value exceeds 24 hours, it is set to 24 hours.

### Fees

In the combo box, select a fee definition. Some fee settings are available with defaults, and can also be defined. For definition, refer to "How to set up fees."

### **Operation at log full**

You can select an operation that a printer performs when the buffer for log storing becomes full and cannot store any more logs from the combo box. There are the following three options.

- |                       |  |
|-----------------------|--|
| Cancel the job:       | Cancels the jobs once the buffer is full.              |
| Does not acquire log: | Prints without acquiring logs once the buffer is full. |
| Delete old logs:      | Deletes old logs and stores new logs.                  |

### **Inhibit the initialization of HDD**

Set Inhibit the initialization of HDD. When initialization is inhibited, you cannot initialize Flash and HDD using the operation panel. Use this in order to prevent the logs stored in the printer from being deleted.

### **Usage Limits**

You can set usage limits for unregistered users (data without ID) and for local print (Print from operator panel such as menu map or file list). When "Printing not permitted" is set, users cannot change other settings.

- |                         |                                   |
|-------------------------|-----------------------------------|
| Printing not permitted: | All printing is cancelled.        |
| Inhibit color printing: | Color data printing is cancelled. |

## **4. Register Account ID next.**



## How to set up fees

Clicking on the **Define fees** button will display the screen for setting up/selecting fees. Clicking on the **Add** or **Property** button will display the following screen.

The screenshot shows a window titled "Define fees". At the top, there is a text field labeled "Name" containing the value "C7400". Below this, there are two radio buttons: "Simple settings" and "Detailed settings". The "Simple settings" radio button is selected, and next to it is a text field containing "0.10" with the unit "pound/sheets". The "Detailed settings" radio button is also selected. Below the radio buttons, there are three tabs: "Pages", "Finisher", and "Printer use time". The "Pages" tab is selected, and it contains a checked checkbox labeled "Page". Below the checkbox, there are two input fields: "Color" with the value "0.0613" and "Mono" with the value "0.0106", both with the unit "pound/pages". At the bottom of the window, there are two buttons: "OK" and "Cancel".

### Simple settings (Fee charged per sheet)

You can set a fee to be charged per sheet of color/mono print. Select the **Simple settings** radio button, and enter a fee per sheet in the edit box of color/mono. With this setting, a fixed fee is charged regardless of paper size, paper source tray or media type.

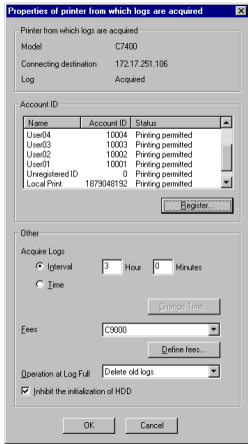
### Detailed settings

You can select the **Detailed settings** radio button, and set fees for Pages, Finisher, Printer use time, Paper size, Tray and Media. Only the items checked under each tab are valid, and the total fee for the valid items will be charged.

### How to change printer properties

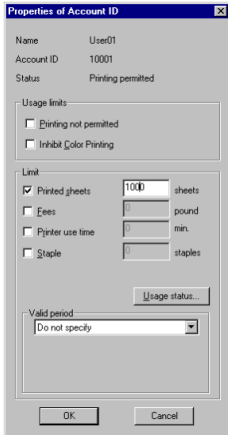
To change the settings of a printer that you have already registered, select the subject printer from the "Printer Tree" on the

Selection pane (left side of screen) and then Property from the Printer menu; the following screen displays.



### How to change account ID settings

To change the settings of an already registered Account ID, double-click the user listed in the “Account ID” list box; the following screen displays.



## Usage limits

You can set usage limits for a Job Account ID. When “Printing not permitted” is selected, other settings cannot be changed. Printing not permitted: All printing is cancelled. Inhibit color printing: Color data printing is cancelled.

## Limit

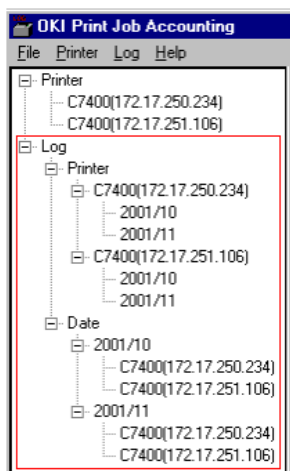
You can set a limit for the Job Account ID. When checked, the limit on the right side is valid.

## Valid period

You can set a validity period for the limit specified above.

## How to set up log display

In order to display a log, select a log you want to display from the “LogTree” and select “Display Log” in Log menu. When you select Printer or Date in the “Log Tree”, all the logs are displayed. If you select a printer name from Printers in the “Log Tree”, all the logs for the printer are displayed. If you select Month from Date in the “Log Tree”, all the logs for the month are displayed. Double-clicking an item in the “Log Tree” also displays logs.



## How to read the log

The items that are displayed as print logs are as follows:

| Column                               | Description  |
|--------------------------------------|--|
| Log No.                              | The ID of the Job                                      |
| Account ID                           | User Account ID  |
| User                                 | User Name  |
| Document Name                        | e Document Name  |
| Total Sheets                         | Number of sheets of paper                              |
| Pages                                | Number of printed sides                                |
| Status                               | Result - Printed, Rejected etc.                        |
| Paper Size                           | Paper size used  |
| Media(*1)                            | Paper type used - Transparency etc.                    |
| Paper Type(*1)                       | Paper type used - Light, Medium etc.                   |
| Duplex Print                         | Simplex or Duplex                                      |
| Sheets                               | Number of sheets of paper                              |
| Color                                | Number of sides printed in color                       |
| Mono                                 | Number of sides printed in Monochrome                  |
| Staple                               | Number of staples used                                 |
| Time the log was acquired(*1)        | Time the log was acquired from the printer (completed) |
| Time the log acquisition started(*1) | Time the log was acquired from the printer (started)   |
| Time the process began(*1)           | Time the job processing started                        |
| Time the process ended(*1)           | Time the job processing ended                          |
| Time printing began(*1)              | Time the printing process started                      |
| Time printing ended(*1)              | Time the printing process ended                        |
| Off-line time during processing(*1)  | Offline time during processing (if any)                |
| Off-line time during printing(*1)    | Offline time during printing (if any)                  |
| Tray1(*1)                            | Number of sheets fed from Tray1                        |
| Tray2(*1)                            | Number of sheets fed from Tray2                        |
| Tray3(*1)                            | Number of sheets fed from Tray3                        |
| Tray4(*1)                            | Number of sheets fed from Tray4                        |
| Tray5(*1)                            | Number of sheets fed from Tray5                        |
| Multi-Purpose Tray (*1)              | Number of sheets fed from Multi-Purpose Tray           |
| Envelope Feeder(*1)                  | Number of sheets fed from Envelope Feeder              |

|                 |  |
|-----------------|--|
| 600dpi(*1)      | Number of sides printed in 600dpi          |
| 1200x600dpi(*1) | Number of sheets printed in<br>1200x600dpi |
| 1200dpi(*1)     | Number of sheets printed in 1200dpi        |

## NOTE

**\*1. This item is not displayed by default. To display it, run the “Log-Display Details” menu or select the item that is displayed on the “Log-Display/Export Item Settings” menu and run “Log-Display logs.”**

## Troubleshooting

**Q. The printer I selected is not shown in the “Printer - Add a printer” menu.**

A. If it is offline, the printer will not be shown. Check to see that the printer is not offline. There are times the printer is not shown during printing. Wait for a while and try again. If it is still not shown, specify that printer's IP address.

**Q. The content of Log Pane (right side of screen) is not updated.**

A. Run the “Log - Update to the latest status” menu.

**Q. The following message was displayed: “Cannot connect to the printer. Wait for a while and try again.”**

A. Check that the printer is not offline. This message is sometimes displayed during printing. Wait for a while and try again.

**Q. The following message was displayed in the “Printer - Delete a Printer” menu. “Cannot delete while log is being acquired.”**

A. Run the “Printer - Start/End Log” menu first to cancel the process by which print logs are acquired from the printer at the set interval time, and then run the “Printer - Delete a Printer” menu.

**Q. The following message was displayed in the “Printer - Acquire a Log” menu. “This processing cannot do between acquisition of a Log.”**

A. Print log is already being acquired from the printer at this time.

### **Known Problems/Solutions**

1. When using PS Duplex printing, if the reverse side is blank it is not counted as a page.
2. Installer installs a file for the currency unit according to the system's standard Regional Setting. If the correct file is not installed, please check the Regional Setting. If you wish to set to the system standard, check “Set as system default local” under “Regional Setting.”
3. Printing with Network Menu's “PRINT SETING” is handled as an unregistered user job, and will not be recognized as a local print job.
4. PostScript printer drivers (Macintosh) do not store document names in log.
5. In applications that create their own PS codes when using the Windows PS driver, the Job Accounting command (Job Account ID, user name) will not be output. Examples of such applications include: Adobe PageMaker and CorelDraw (when the “Use PPD” check box is checked in the Print dialog box.)
6. If you print from Win2000 (Client) to Win2000 (Shared Printer Job Account Mode already set), you have to remove the check from the “Enable advanced printing features” under the “Advanced” tab in the shared printer's Properties. Removing the check, however, will disable both the Booklet (PS, PCL) and Page Order (PS) features.
7. When adding a printer, specifying other than 255.255.255.255 at “Broadcast Address” for the printer with an OkilAN 6200ePlus Print Server installed will not enable search. For printers outside this segment, type in “IP Address” directly at “Specify the printer by connecting destination.”

# PRINTSUPERVISION

PrintSuperVision is a web-based application for managing printing devices connected to a network. PrintSuperVision provides access to networked printer data for monitoring, reporting and managing networked printers. It provides a full range of management functions for Oki printers, and for other brands of printers as well.

## Features

- Provides real-time status of all your printers to monitor and report printer usage, manage consumables usage and replenishment.
- Administrator interface to the system is via a standard web browser enabling you to check on printer status and compatible multi-function devices from anywhere on the web.
- Performs initial discovery and configuration of printing devices connected to network.
- View groups of printers by list, floorplan or maps.
- Monitors devices over time, including maintenance data, and saves data for statistical reports.
- Sends mail alerts of events affecting device functionality.
- Generates reports on-screen or in XHTML, Excel and XML formats, plus Text and CSV formats.
- Integrates with Oki Data's on-line web support.

## Types of Users

- **Guest users**, without username, can get basic information about devices, such as type, status and location of printing devices.
- **Standard users**, in addition to guest user information, standard users can get information about printing resources, configure e-mail alerts, and get basic statistics reports.
- **Administrators** can manage devices, maps, alerts, user accounts, maintenance data, and create comprehensive statistics reports.

## Typical usage scenarios

- The network administrator in a large organization can get customized daily reports of the status of all printers including usage reports. User accounts can be configured so that a person in each department can manage their local printers.
- The system can be set to alert the local user and the administrator of problems. The administrator can log into the PrintSuperVision system from any client machine and manage printers on different sites, looking at a map view to see instantly the status of all the printers.
- The administrator can keep a close track of the cost of the printers including tracking maintenance. PrintSuperVision also provides a consumables prediction facility to advise when consumable will need replacing based on current printer usage (Oki color printers).

## System Requirements

### Server Software

Pentium 75, 64MB or better with CD support running:

- Windows 98 with Microsoft Personal Web Server Version™, available for free download from Microsoft™ as Option Pack 4.0.
- Windows NT4 Workstation, SP6.0a, Microsoft Personal Web Server Version, available for free download from Microsoft as Option Pack 4.0
- Windows 2000 or NT4 Server SP6.0a, Microsoft IIS™, available for free download from Microsoft as Option Pack 4.0

### Client Software

- Microsoft Internet Explorer 4.01 or above
- Netscape Navigator 4.0 or above
- Recommended minimum screen resolution of 1024 x 768 pixels

## Additional Information

For more information, click on **Help** in the PrintSuperVision program.



# NETWORK PRINTER STATUS UTILITY

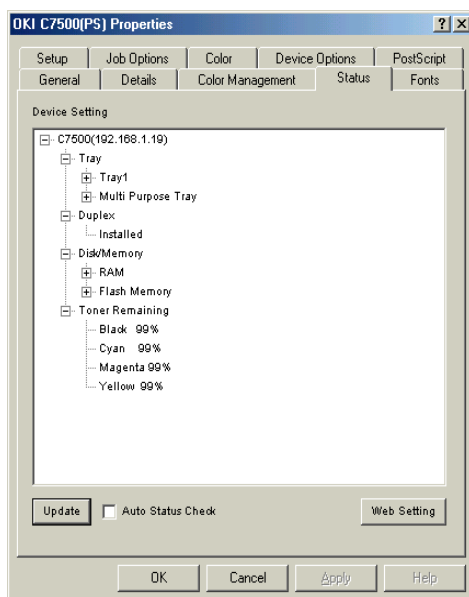
This utility creates an additional tab (STATUS) in the PostScript and PCL drivers that allows the client to monitor the selected printer's status.

## To Install

1. Insert the Oki CD1 into the CD-ROM drive.  
(If CD does not AutoPlay, click **Start** → **Run** → **Browse**. Browse to your CD-ROM and double-click **Install.exe**, then click **OK**.)
2. Click **Network Software** → **Administration Tools** → **Network Printer Status**. Follow the on-screen instructions.

## To Open

1. Click **Start** → **Settings** → **Printers**. Right-click the Oki Printer icon, click **Properties**.
2. Click on the **STATUS** tab.
3. Click the **UPDATE** button to see device settings. The following screen displays:



Click on an item to see this information:

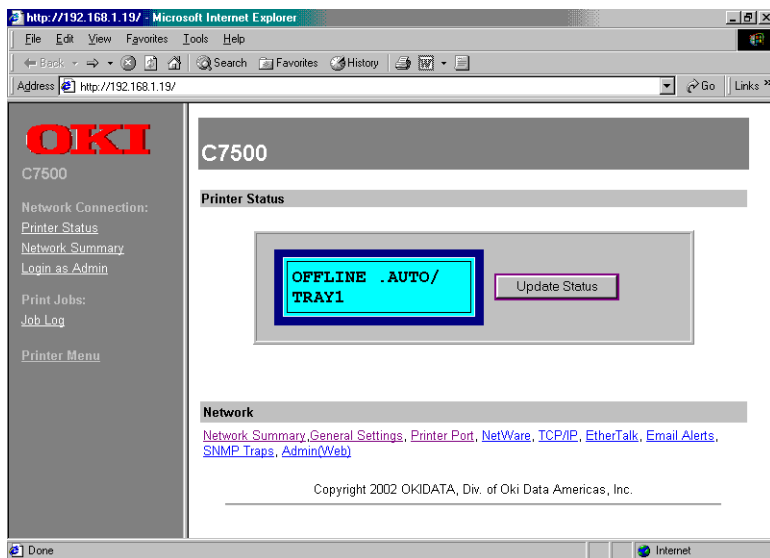
|                  |  |
|------------------|--|
| Trays:           | Paper Type, weight                                   |
| Duplex:          | Installed/not installed                              |
| Disk/Memory:     | RAM size and % used;<br>Flash Memory size and % used |
| Toner Remaining: | % toner remaining is all cartridges                  |

## NOTE

If the Automatic Status Check box is checked, this utility will “ping” the printer each time you open the Printer Properties dialog in the printer driver. This will severely slow down the opening of this dialog.

## Checking the Printer Status

Click the WEB SETTING button. The following screen displays:



Click on the items listed on the left to see:

- Network Summary
- Login for Administrators
- Job Login
- Printer Menu

To see real-time printer status, click the **UPDATE STATUS** button.

## OKI LPR UTILITY

Oki LPR Utility allows you to print directly to a printer on the network without a print server. It creates an Oki Printer Port, and installs a pop-up status box so you can monitor printer status.

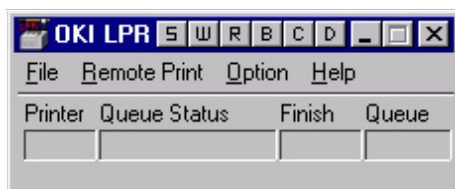
Oki LPR operates in Windows Me/98/95, Windows NT 4.0, Windows 2000, and Windows XP operating systems.

### How to Install

The Oki LPR Utility supports TCP/IP. Your network administrator will first need to set up an IP address and TCP/IP properties for your printer.

1. To install the utility, insert the Oki CD1 into the CD-ROM drive.  
(If CD does not AutoPlay, click Start → Run → Browse. Browse to your CD-ROM driver and double-click Install.exe, then click OK.)
2. Click **Network Software** → **Installation/Config** → **LPR Utility**.  
Follow the on-screen instructions.

### Oki LPR Status box



The Oki LPR Utility Status Box displays the following information:

- **Printers:** Names of added printers (You can add up to 30 printers)
- **Status:** LPR Utility status (empty, connecting, sending, paused, checking status, not connected)
- **Finish:** Number of completed jobs.
- **Queue:** Number of jobs waiting to be printed.

### Additional Information

For help using the Oki LPR Utility, click on **HELP** in the program.

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